Paramount Residential Mortgage Group, Inc.

Third Party Origination Website User Guide

8.19.2015

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Introduction

Introduction

This guide is intended to help you work with our company's website, which connects directly to our loan origination system (LOS). The website provides a central online location where you can originate, process, and monitor loans. After logging into the website, you can originate new loan files or import loan files created from your own LOS. Once the loan is added to our website, you can submit the loan or take actions such as ordering a credit report or searching for product and pricing options. You can also use the website to monitor the loan's status. At the same time we can monitor the loan activity in our LOS and ensure we are receiving all the necessary information we need. Changes made to the loan file on the website are reflected in the loan when opened in our LOS and vice versa.

This guide provides all of the instructions necessary to log into the website and start originating and processing loans.

Section

1

Getting Started

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Getting Started

This section explains how you can start using the website and includes a brief description of the main tools available on the website.

Gaining Initial Access to the Website

Once approved by our company, we will assign a manager from your company to be the website administrator (i.e., the one who will manage user accounts, update company information, and add new users). The manager will receive an email from us that provides a link to the website, along with a log in name (the manager's email address) and a temporary password. The manager will then complete the following steps to gain access to the website.

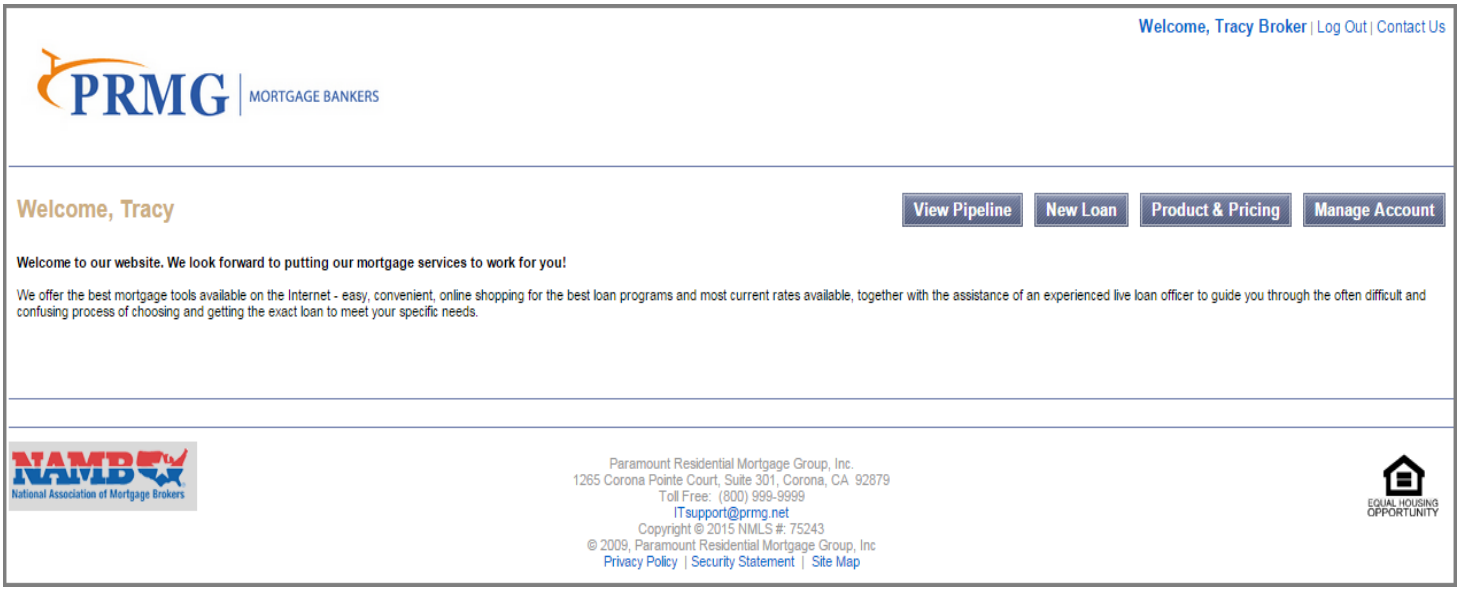
To Gain Initial Access to the Website:

1. Click the link provided in the email to open the website.
2. Log in to the website using your email address and the temporary password provided in the email.
3. On the Change Password page, create a new password.

NOTE: *Be sure to keep track of your new password. Our company will not have access to it.*

Start Using the Website Tools

Once logged in, the manager can grant users access to the site and update their account information.


Welcome, Tracy Broker | Log Out | Contact Us
PRMG
MORTGAGE BANKERS
Welcome, Tracy
View Pipeline
New Loan
Product & Pricing
Manage Account
Welcome to our website. We look forward to putting our mortgage services to work for you!
We offer the best mortgage tools available on the Internet - easy, convenient, online shopping for the best loan programs and most current rates available, together with the assistance of an experienced live loan officer to guide you through the often difficult and confusing process of choosing and getting the exact loan to meet your specific needs.
NAMB
National Association of Mortgage Brokers
Paramount Residential Mortgage Group, Inc.
1265 Corona Pointe Court, Suite 301, Corona, CA 92879
Toll Free: (800) 999-9999
ITsupport@prmg.net
Copyright © 2015 NMLS #: 75243
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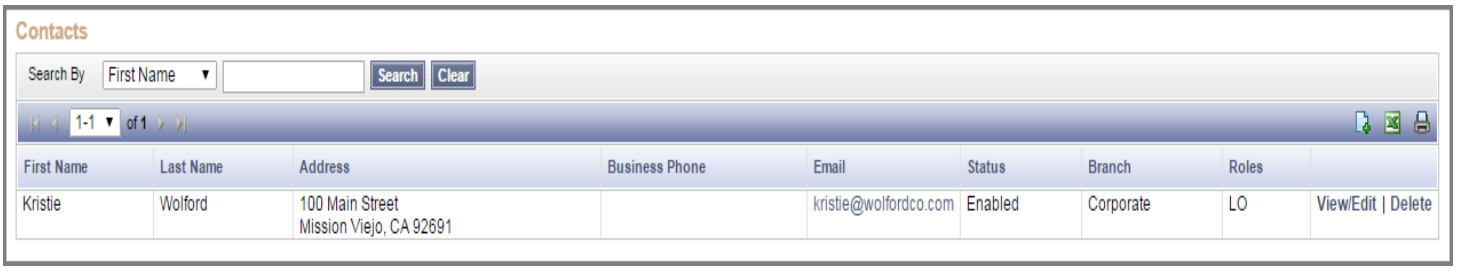
Privacy Policy | Security Statement | Site Map
EQUAL HOUSING OPPORTUNITY

Add Users to the Website

In order for other users to gain access to the website, the manager must create a contact record for each user.

To Create a Contact Record:

1. Click the **Manage Account** button.
2. Scroll near the bottom of the Manage Account page until you locate the Contacts section. Here you will add the users who will be able to use the website.
3. Click the **Add** icon.



4. Enter the required information for the user. (Required fields are marked with a red asterisk. *)
5. When finished, click the **Save** button.

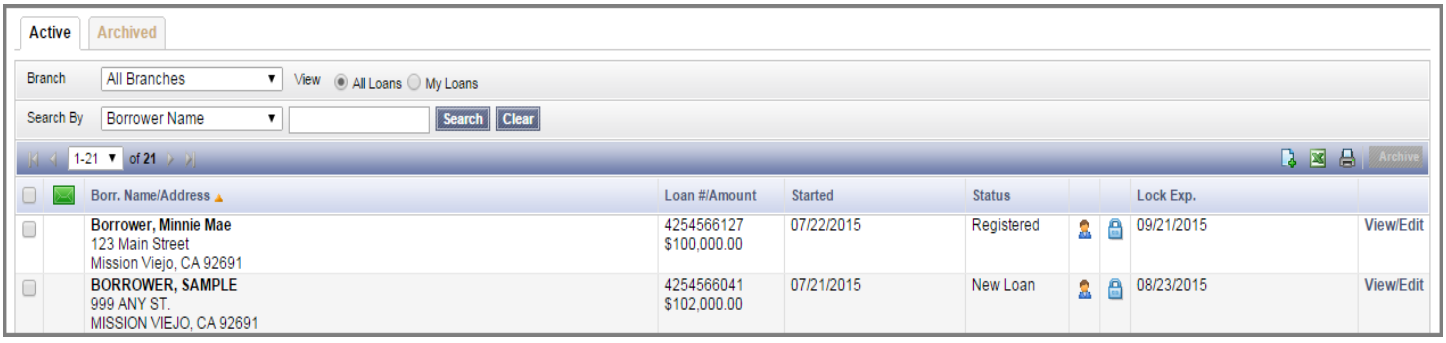
   The user will receive an email that provides a link to the website, along with a log in name (their email address) and a temporary password. The user can log in to the website, however their licensing information needs to be submitted to, and then approved by, our company before they can submit loan files. (This rule applies to branches that will use the website as well.)

   Submit user or branch licensing information to:

   Add contact information for licensing information reviewer(s)

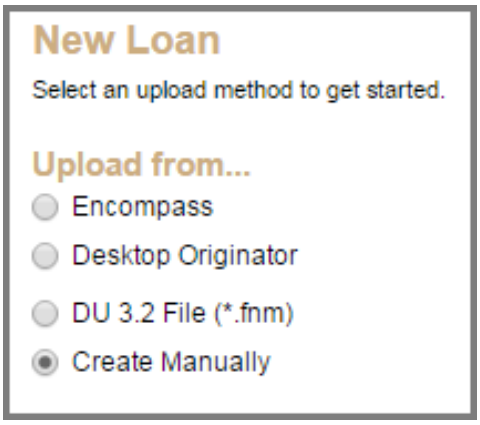
View the Pipeline

Click the **View Pipeline** button on the Welcome page to view your pipeline of loans. Here you can check loan status, view conditions attached to the loan, and upload required documentation. Depending on your assigned role and permissions, you may be able to view all the loans that your team has entered on the website.



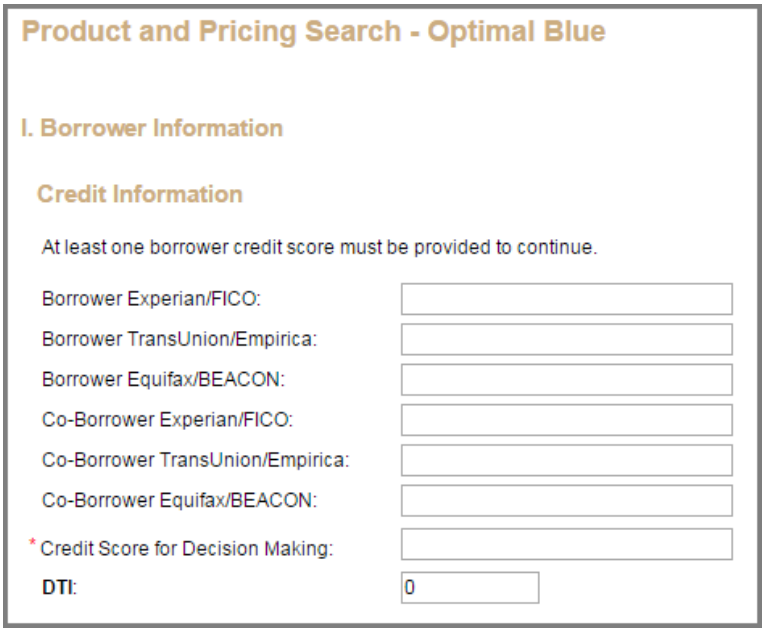
Start a New Loan

Click the **New Loan** button on the Welcome page to start a new loan. You can enter a loan manually or upload loan files from Encompass360 or other loan origination systems and formats.



Get Product and Pricing

Click the **Product & Pricing** button to run your loan scenario through the product and pricing engine. When you submit a product and pricing search request, the provider returns a list of programs, rates, and prices matching the loan details. After selecting a program/rate/price combination, follow the provider's instructions to update the loan file with the selected product.



NOTE: *All of these items are discussed in detail later in this guide.*

Section

2

Originating Loans

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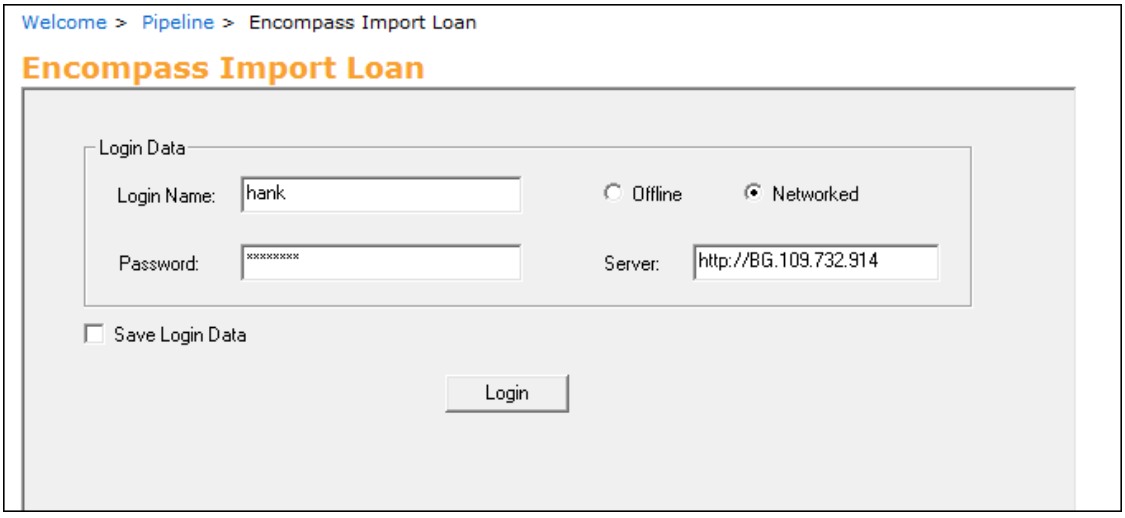
Originating Loans

You can originate a loan on the website by uploading an existing loan file from Encompass360 or other loan origiantion system or by creating a loan manually. This section provides the steps for uploading an existing loan from Encompass360 and creating a loan manually.

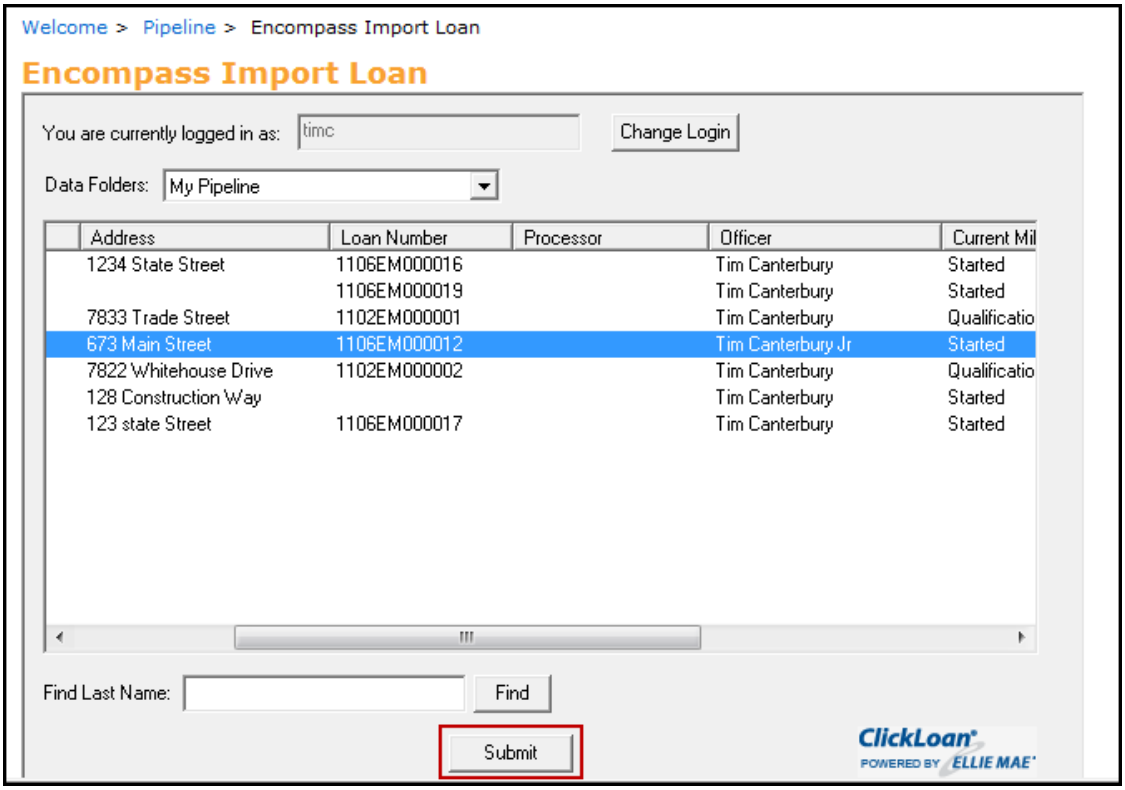
Uploading an Existing Loan from Encompass360

To Upload a Loan From Encompass360:

1. On the Welcome page, click the **New Loan** button.
2. Select **Encompass**, and then click the **Next** button.
3. On the Encompass Import Loan page, enter your Encompass360 Login Name (i.e., user ID) and Password.
4. Select a connection (**Offline** or **Networked**), enter the Server name (if necessary), and then click **Login**.



5. Select the loan to import from the Encompass360 Pipeline, and then click **Submit**.



An electronic 1003 form displays, populated with data from the loan you imported. Using the tabs at the top of the form, enter the required loan data as needed. After you finish entering information on a tab, click the next tab to proceed until all of the information is entered.

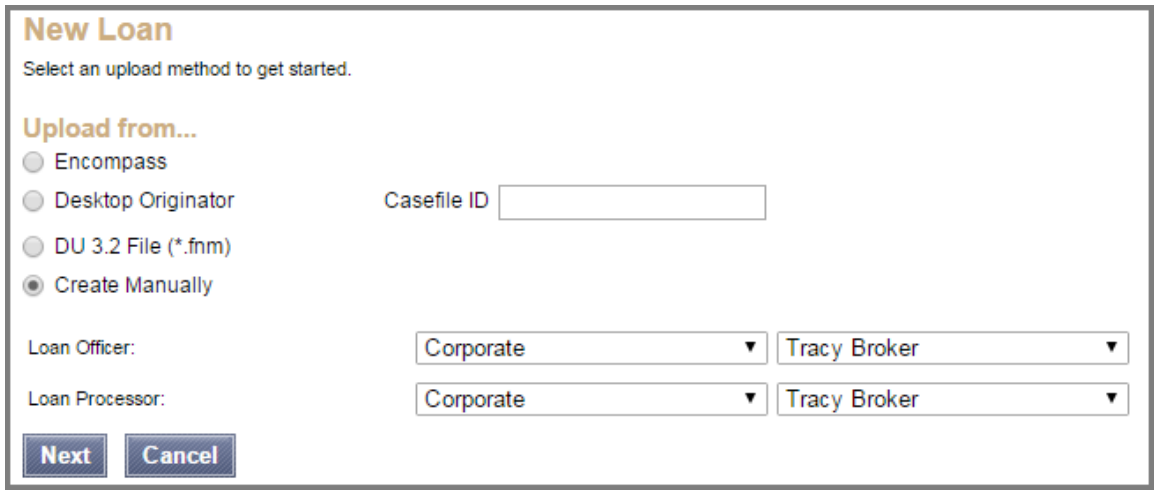
6 Proceed to the "*Loan Information Tab*" section of this document for instructions for completing the first section of the 1003, and then continue on for instructions for the remaining tabs.

Create a Loan Manually

To Create a Loan Manually:

1 On the Welcome page, click the **New Loan** button.

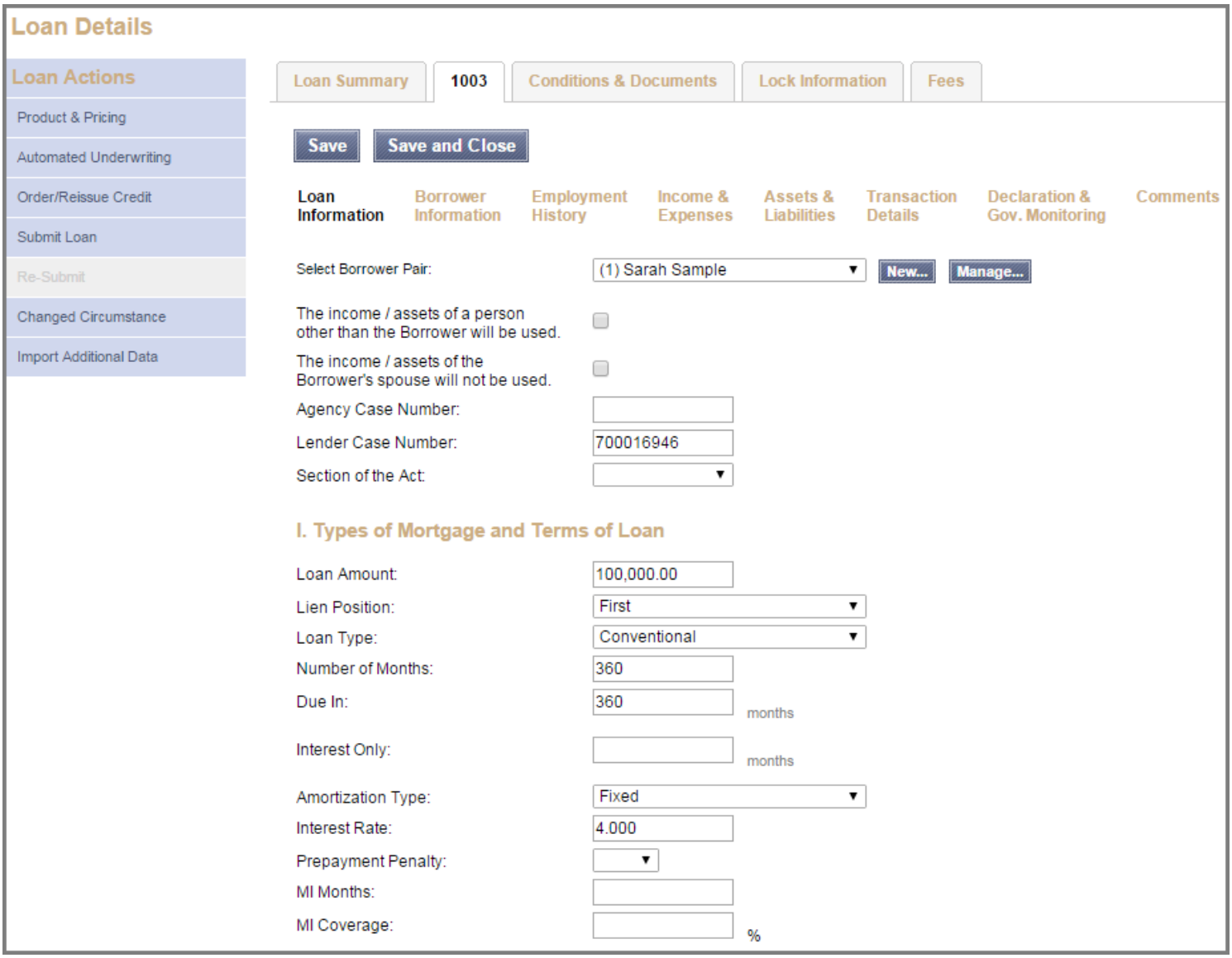
2 Select **Create Manually**, and then click the **Next** button.



An electronic 1003 form displays. Using the tabs at the top of the form, enter the required loan data. After you finish entering information on a tab, click the next tab to proceed until all of the information is entered.

Loan Information Tab

The Loan Information tab includes the information around the type of mortgage and loan terms, property information, and title information. This is the information contained in Sections I and II of the Uniform Residential Loan Application form.

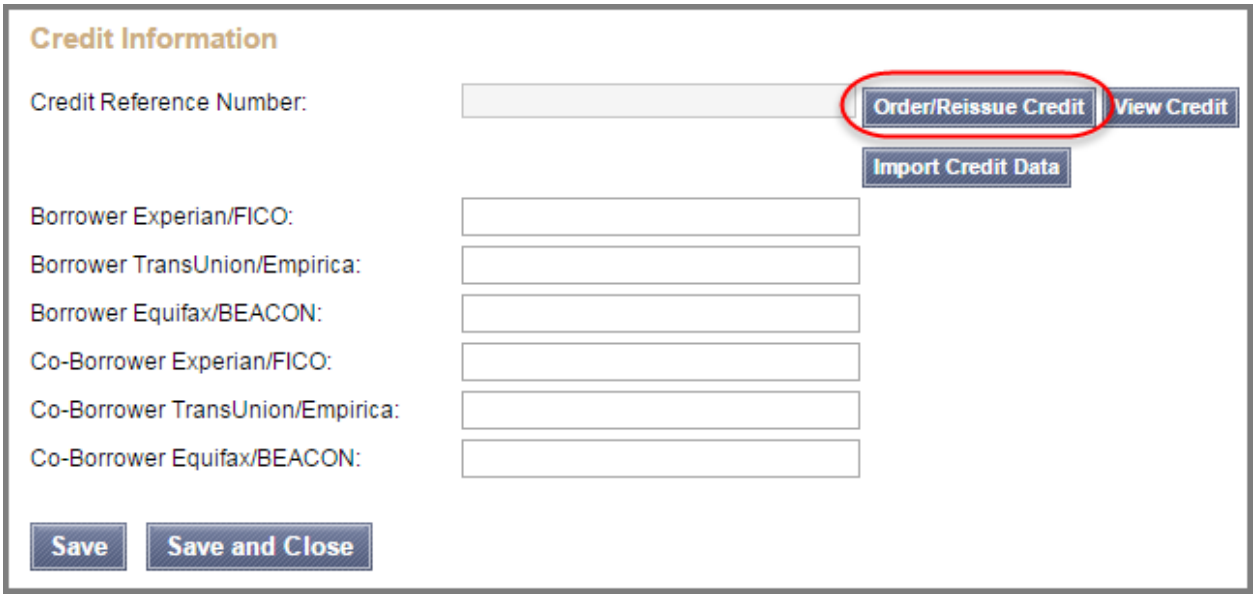


Borrower Information Tab

The Borrower Information tab includes the information around the borrower and their residency. Here you can also order or reissue your credit report and import credit data. Note that when reissuing the credit report, you need to provide the Credit Reference Number.

To Order or Reissue the Credit Report:

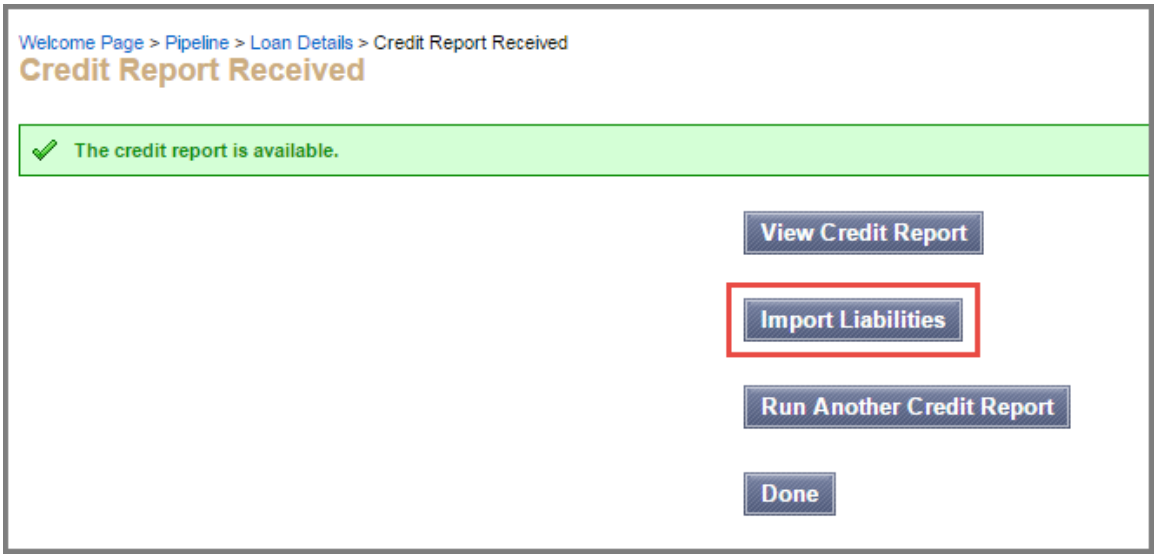
1 Click the **Order/Reissue Credit** button.



2 When prompted, click **Yes** to save the loan file.

3 On the Review Credit Order/Reissue page, enter the required information, and then click the **Next** button.

4 Once the credit report is received, the Credit Report Received page displays, where you can then click the **Import Liabilities** button to import liabilities.


Welcome Page > Pipeline > Loan Details > Credit Report Received
Credit Report Received
The credit report is available.
View Credit Report
Import Liabilities
Run Another Credit Report
Done

- The liabilities automatically populate the liens in Section VI of the Uniform Residential Loan Application form.

5 When finished, click the **Done** button.

6 On the Loan Details page, click the **1003** button to return to the electronic 1003 form where you can continue entering loan data.

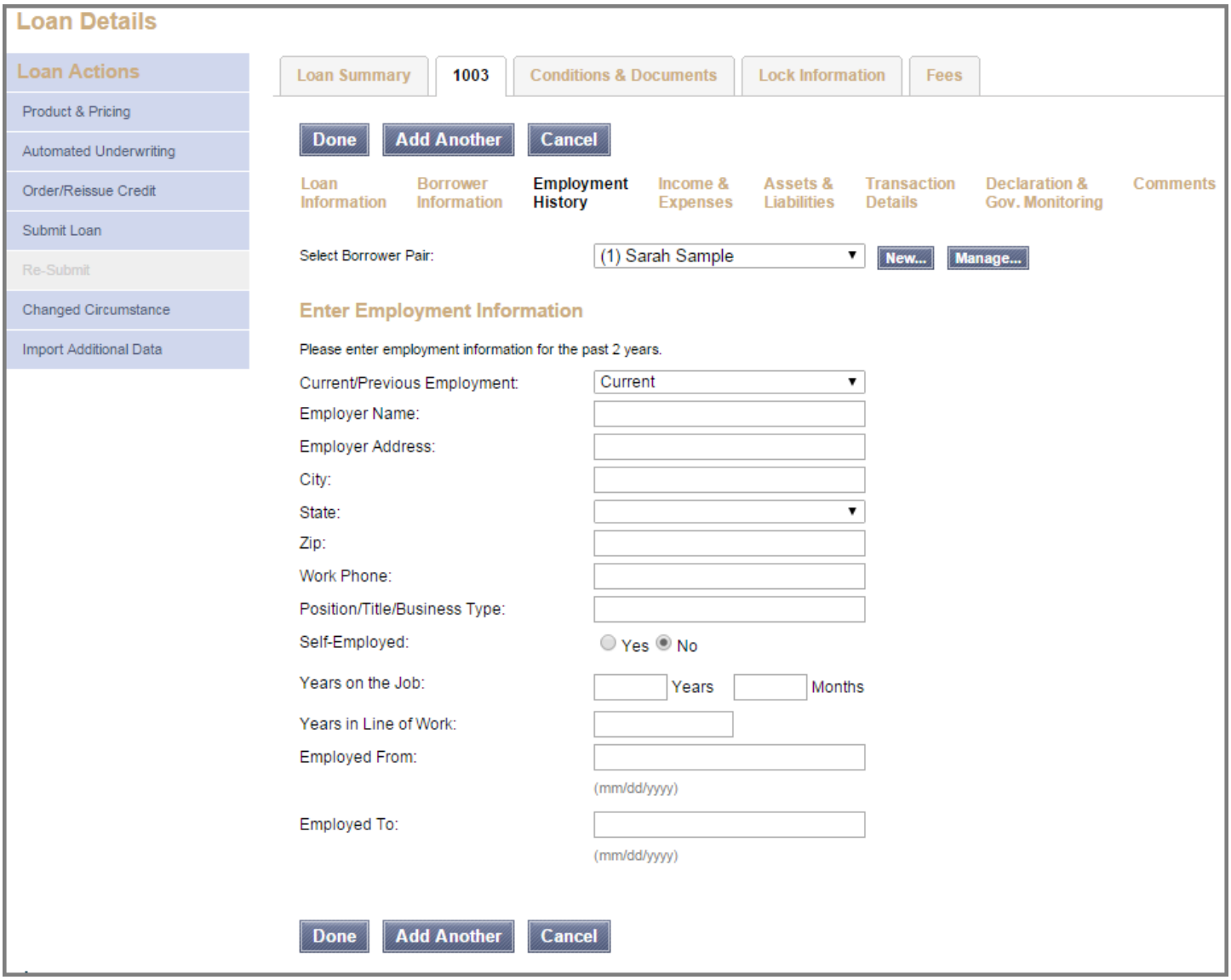
Employment History Tab

Use this tab to enter the borrower and co-borrower's employment information.

To Enter Employment Information:

1 Click the **Enter Employment Information** button.

2 Indicate whether this information is about the borrower's current employer or previous employer, and then enter the remaining employment information.



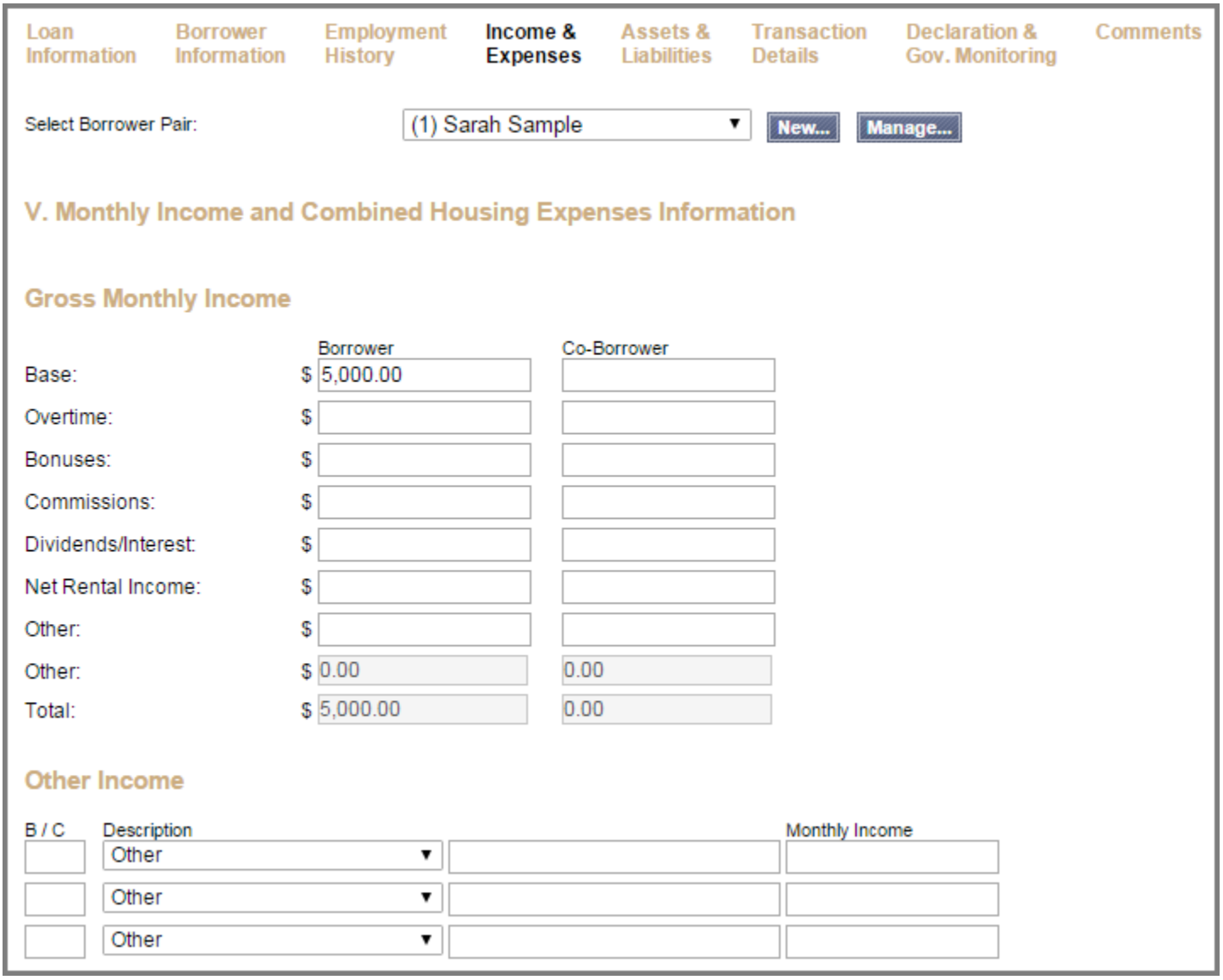
3 Click the **Add Another** button to add information about a different employer.

4 When finished, click the **Done** button.

Income and Expenses Tab

Enter the monthly income and housing expenses for the borrower. This information correlates to the information in Section V of the Uniform Residential Loan Application form.

NOTE: *A proposed monthly payment will not be calculated until you submit the loan file to the product and pricing engine (discussed in Section 3) and select a program/rate/price combination. Once the selected interest rate is applied to the loan, a proposed monthly payment will be calculated.*



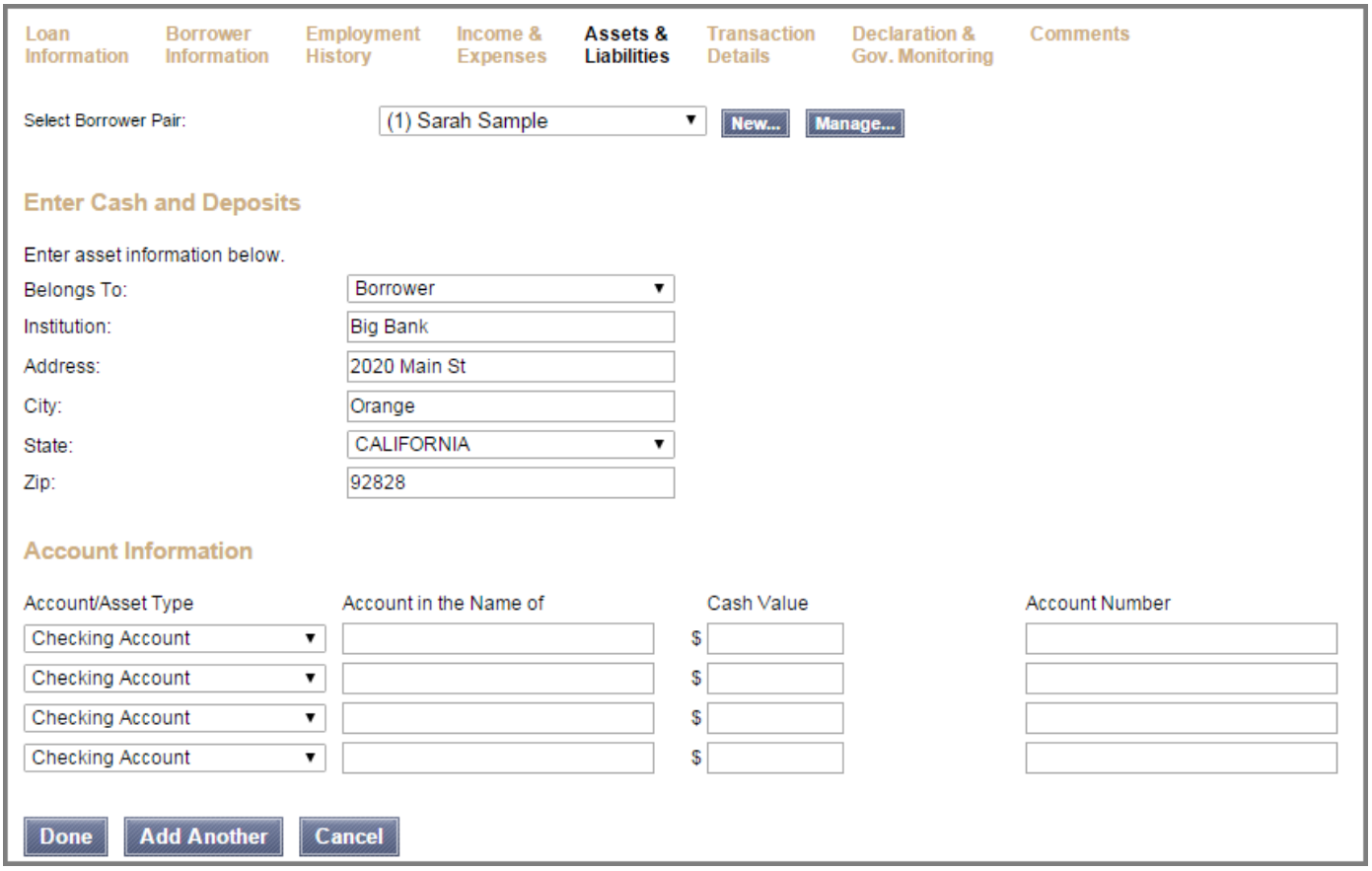
Assets and Liabilities Tab

Use the Assets and Liabilities tab to enter information about asset accounts and liabilities. This information is reflected in Section VI of the Uniform Residential Loan Application.

To Enter Liquid Assets:

1 Click the **Enter Cash and Deposits** button.

2 Enter the asset information.



3 In the Account Information section, select an account or asset type, and then provide its details.

4 Repeat Step 3 to add additional accounts. You can add up to four accounts for one financial institution.

5 To add a new asset and account information, click the **Add Another** button.

- You can also click the **Add Another** button to continue adding accounts to the current asset, but you will need to re-enter the asset information as well.

6 When finished, click the **Done** button.

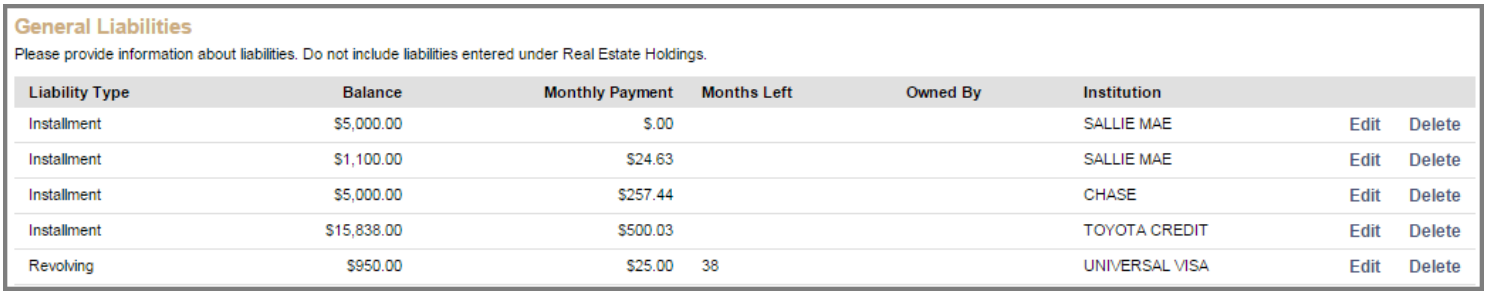
NOTE: *In addition to liquid assets, you can also enter information about other assets including cash deposits toward purchase, automobiles owned, life insurance, and stocks and bonds.*

To Add Liabilities:

NOTE: *Liabilities listed in the General Liabilities section are usually the liabilities from the credit report.*

1 To import liabilities from the credit report, click the **Import Liabilities** button

2 When prompted, click **Yes** to save the loan file, and then click **OK** to import liabilities.


General Liabilities
Please provide information about liabilities. Do not include liabilities entered under Real Estate Holdings.
Liability Type
Balance
Monthly Payment
Months Left
Owned By
Institution
Installment $5,000.00 $.00 SALLIE MAE Edit Delete
Installment $1,100.00 $24.63 SALLIE MAE Edit Delete
Installment $5,000.00 $257.44 CHASE Edit Delete
Installment $15,838.00 $500.03 TOYOTA CREDIT Edit Delete
Revolving $950.00 $25.00 38 UNIVERSAL VISA Edit Delete

3 Click the **Add Liabilities** button (located at the bottom of the list) to enter additional liabilities.

4 Enter the liability details.

- Select the **Exclude from URLA Page 2 Liabilities Total** check box to exclude the payment from the ratios.
- Select the **Mortgage liability will remain on subject property** check box to indicate the liability is being paid off through the transaction.

5 To add a new liability, click the **Add Another** button and enter the liability details.

6 When finished, click the **Done** button.

7 To modify a liability, click the **Edit** link at the right of the liability.

To Enter Alimony, Child Support, and Job Related Expenses:

Use the **Alimony, Child Support, and Job Related Expenses** section on the Assets and Liabilities tab to enter applicable payment details.

To Enter Real Estate Holdings:

1 Click the **Enter Real Estate Information** button.

2 Enter information about the real estate owned by the borrower, including any outstanding liens.

3 Click the **Add Another** button to add information about an additional real estate holding.

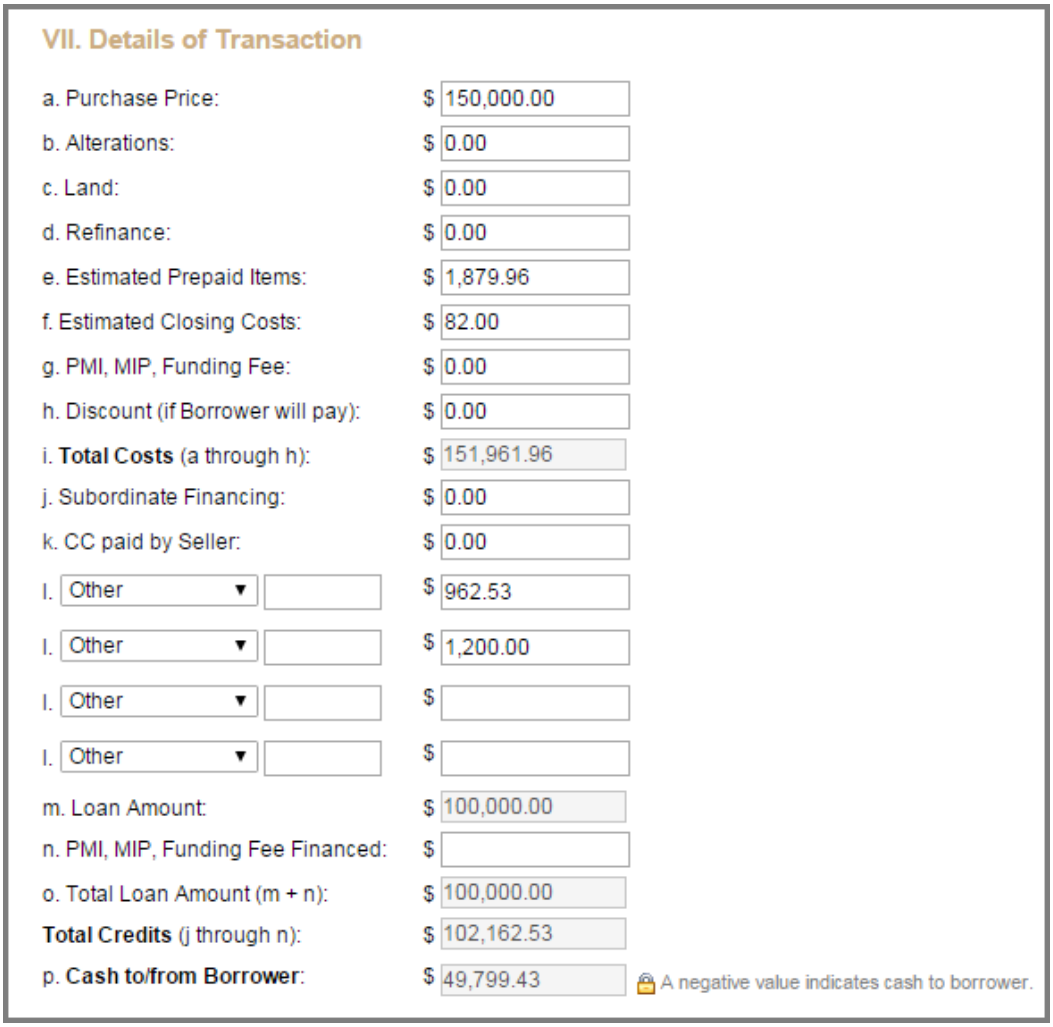
4 When finished, click the **Done** button.

Trans. Details Tab

Use the Trans. Details tab to enter the subject property's purchase price and other transaction details. When creating a loan manually, you will have access to the following fields:

- Purchase Price
- Land
- Line I Credits
- Alterations
- Subordinate Financing
- PMI, MIP, Funding Fee Financed

NOTE: *When working with a loan you imported to the website, the fields on the Trans. Details tab will be automatically populated with applicable information from the loan file.*



VII. Details of Transaction

a. Purchase Price:	$ 150,000.00
b. Alterations:	$ 0.00
c. Land:	$ 0.00
d. Refinance:	$ 0.00
e. Estimated Prepaid Items:	$ 1,879.96
f. Estimated Closing Costs:	$ 82.00
g. PMI, MIP, Funding Fee:	$ 0.00
h. Discount (if Borrower will pay):	$ 0.00
i. **Total Costs** (a through h):	$ 151,961.96
j. Subordinate Financing:	$ 0.00
k. CC paid by Seller:	$ 0.00
l. Other	$ 962.53
l. Other	$ 1,200.00
l. Other	$
l. Other	$
m. Loan Amount:	$ 100,000.00
n. PMI, MIP, Funding Fee Financed:	$
o. Total Loan Amount (m + n):	$ 100,000.00
Total Credits (j through n):	$ 102,162.53
p. **Cash to/from Borrower**:	$ 49,799.43 A negative value indicates cash to borrower.

Declarations and Gov. Monitoring Tab

Select **Yes** or **No** for each question, and then select the appropriate options in the Information for Government Monitoring section. This information reflects the information found in Sections VIII and X of the Uniform Residential Loan Application.

VIII. Declarations

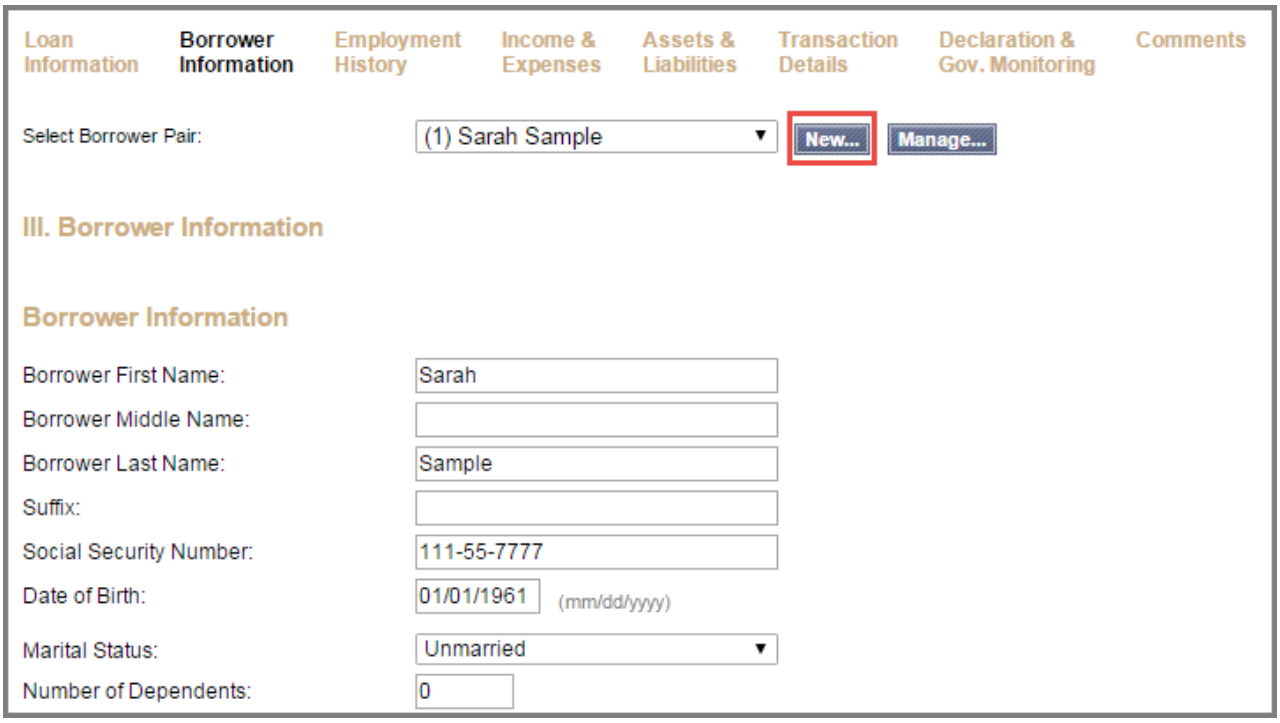
	Borrower	Co-Borrower
Are there any outstanding judgements against you?	○ Yes ◉ No	○ Yes ○ No
Have you been declared bankrupt within the past 7 years?	○ Yes ◉ No	○ Yes ○ No
Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years?	○ Yes ◉ No	○ Yes ○ No
Are you a party to a lawsuit?	○ Yes ◉ No	○ Yes ○ No
Have you been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgement?	○ Yes ◉ No	○ Yes ○ No

Adding Co-Mortgagors

After entering all of the 1003 information for the initial borrower(s), you can then add a co-mortgagor.

To Add Co-Mortgagors:

1 At the top of the page, click the **New** button.



2 Create a borrower pair by entering the required information for the co-mortgagor(s).

3 When finished, click **OK**.

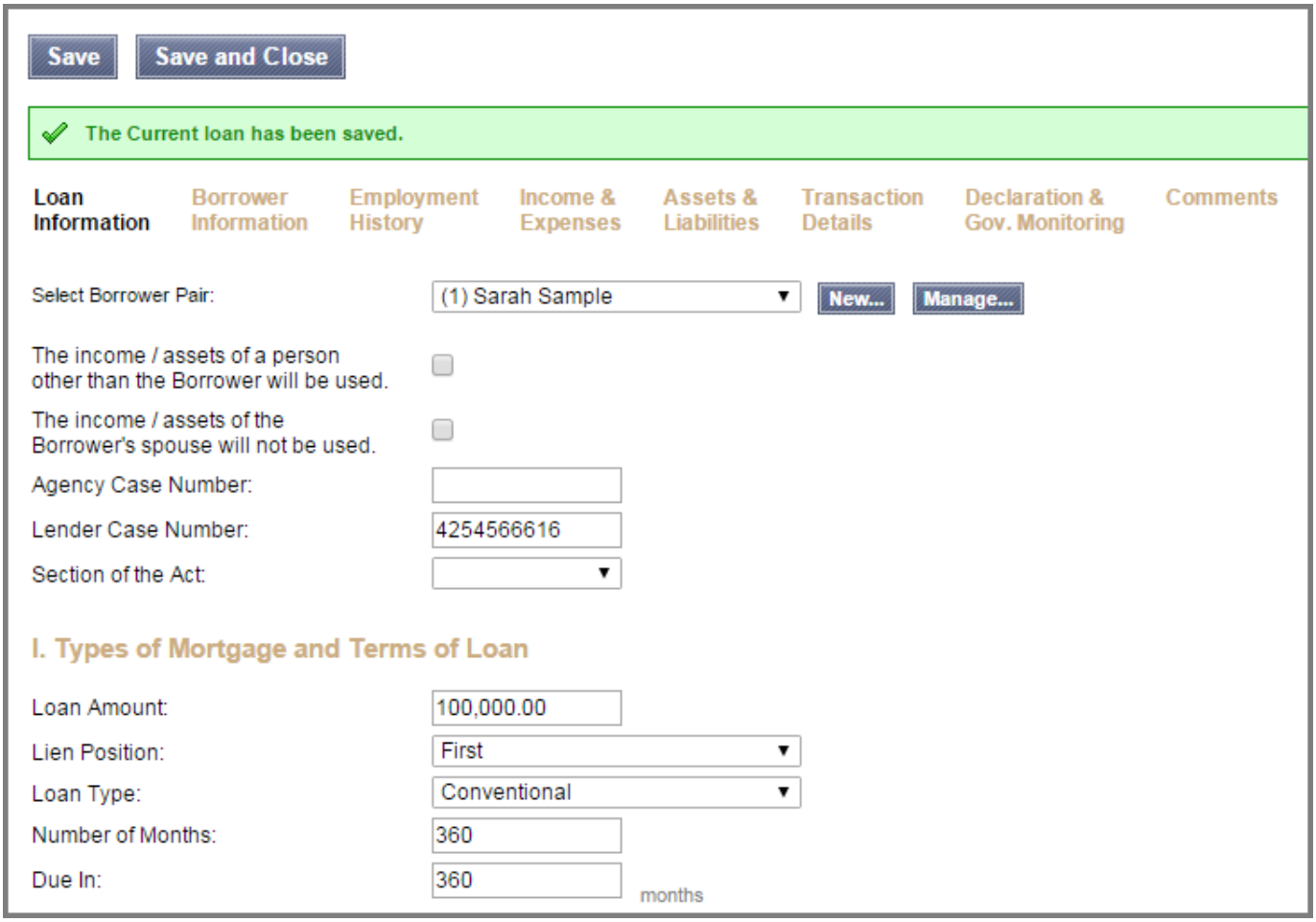
4 At the top of the page, select the new borrower pair from the **Select Borrower Pair** drop-down list.

5 Complete all of the information on each of the 1003 tabs for the co-mortgagor(s), just as you did for the initial borrower(s).

Saving the Loan

There are two ways to save the information you have entered on the 1003:

- Click the **Save** button. The 1003 form remains open and you can continue adding data.
- Click the **Save and Close** button. The 1003 page will close and you will be taken to the Loan Details page.


Save
Save and Close
The Current loan has been saved.
Loan Information
Borrower Information
Employment History
Income & Expenses
Assets & Liabilities
Transaction Details
Declaration & Gov. Monitoring
Comments
Select Borrower Pair:
(1) Sarah Sample
New...
Manage...
The income / assets of a person other than the Borrower will be used.
The income / assets of the Borrower's spouse will not be used.
Agency Case Number:
Lender Case Number:
4254566616
Section of the Act:
I. Types of Mortgage and Terms of Loan
Loan Amount:
100,000.00
Lien Position:
First
Loan Type:
Conventional
Number of Months:
360
Due In:
360
months

Section

3

Working with Loans

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Working with Loans

Once you have completed and saved all of the information on the 1003, you can work with the loan or perform loan actions such as ordering a credit report, submitting the loan, or submitting a lock request.

To perform an action, click any of the **Loan Action** buttons at the top of the Loan Details page (or the 1003), and then select an action.

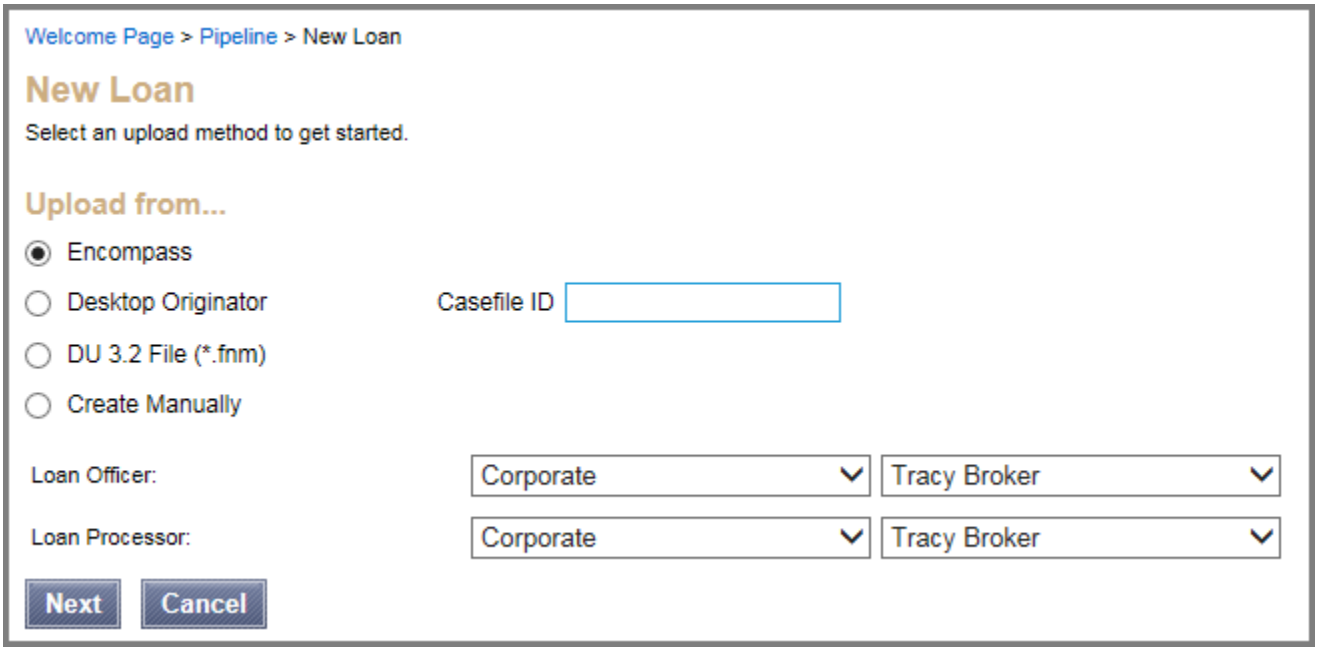
NOTE: *The actions that are listed under the Loan Actions button are determined by our company's website administrator. Therefore you may not have access to some of the actions discussed in this section. The administrator may also disable a loan action once another loan action is completed.*

Import Additional Data

If you originated a loan on the website by importing the file from another LOS and changes have since been made to the file in the LOS, use the **Import Additional Data** action to import the changes to your file on the website.

To Import Additional Data:

1. From the **Loan Actions** section, choose and then click **Import Additional Data**.
2. Select the LOS or file format to import from, and then select which fields to import and how to manage existing lists (such as liabilities).



3 Click the **Next** button, and then follow the on-screen instructions to locate the loan file and import the data.

Order/Reissue Credit

Using the Order/Reissue Credit action, you can order or reissue your credit report and import credit data.

To Order or Reissue the Credit Report:

1 From the **Loan Actions** section, choose and then click **Order/Reissue Credit**.

2 On the Review Credit Order/Reissue page, confirm that the order information is correct, and then click the **Next** button to submit the order.

3 Once the credit report is received, the Credit Report Received page displays, where you can then click the **Import Liabilities** button to import liabilities.

NOTE: *For more information and sample screens, refer to the Borrower Information Tab section in Section 2 – Originating Loans.*

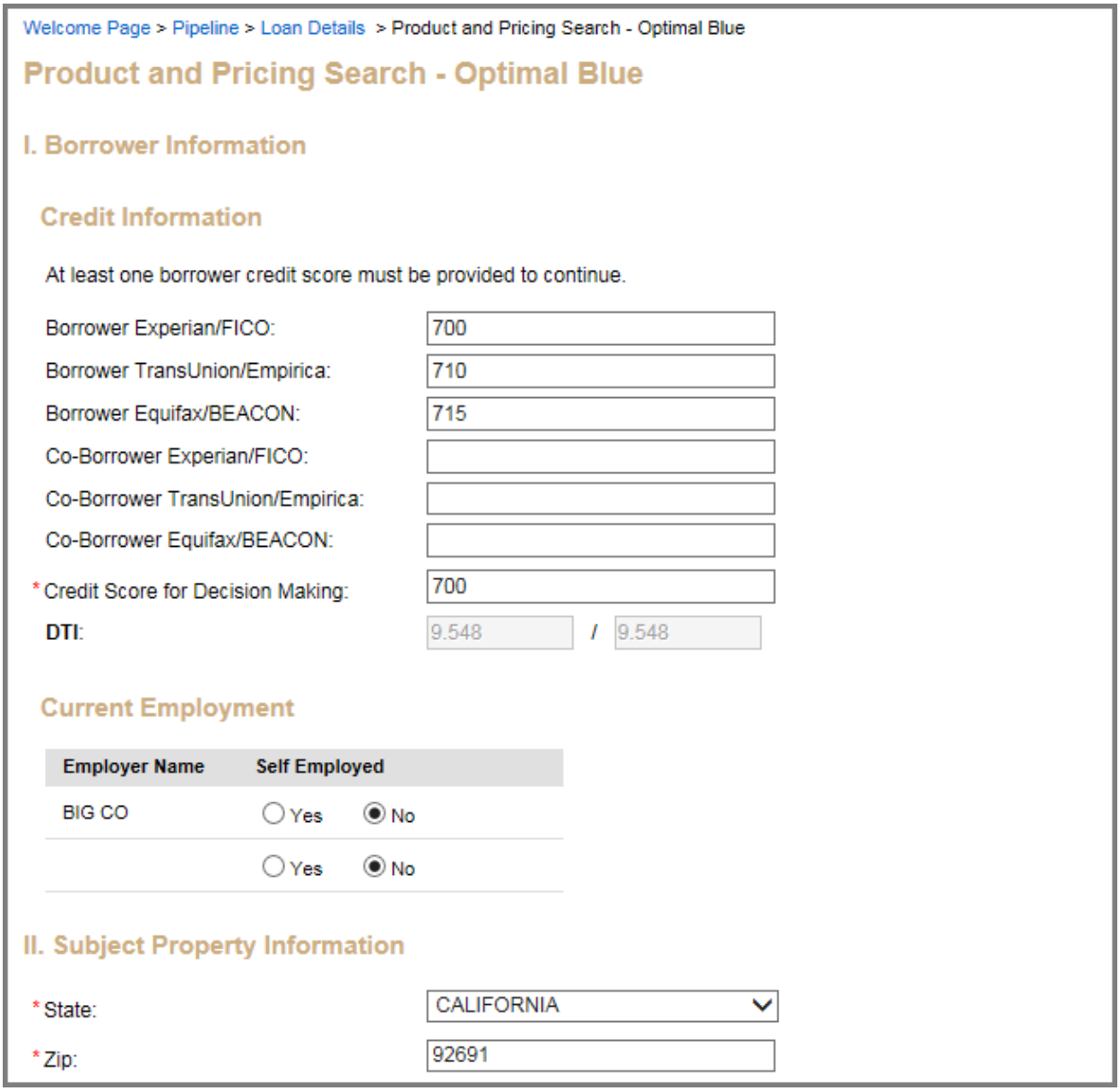
Product & Pricing

Use the **Product & Pricing** action to run your loan scenario through the product and pricing engine.

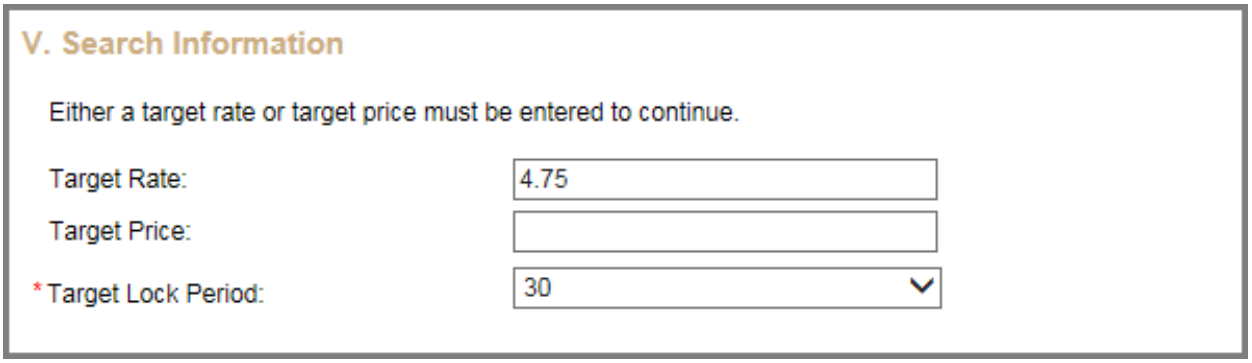
To Request Pricing

1 From the **Loan Actions** section, choose and then click **Product & Pricing**.

2 Enter the required information. (Required fields are marked with a red asterisk. *)

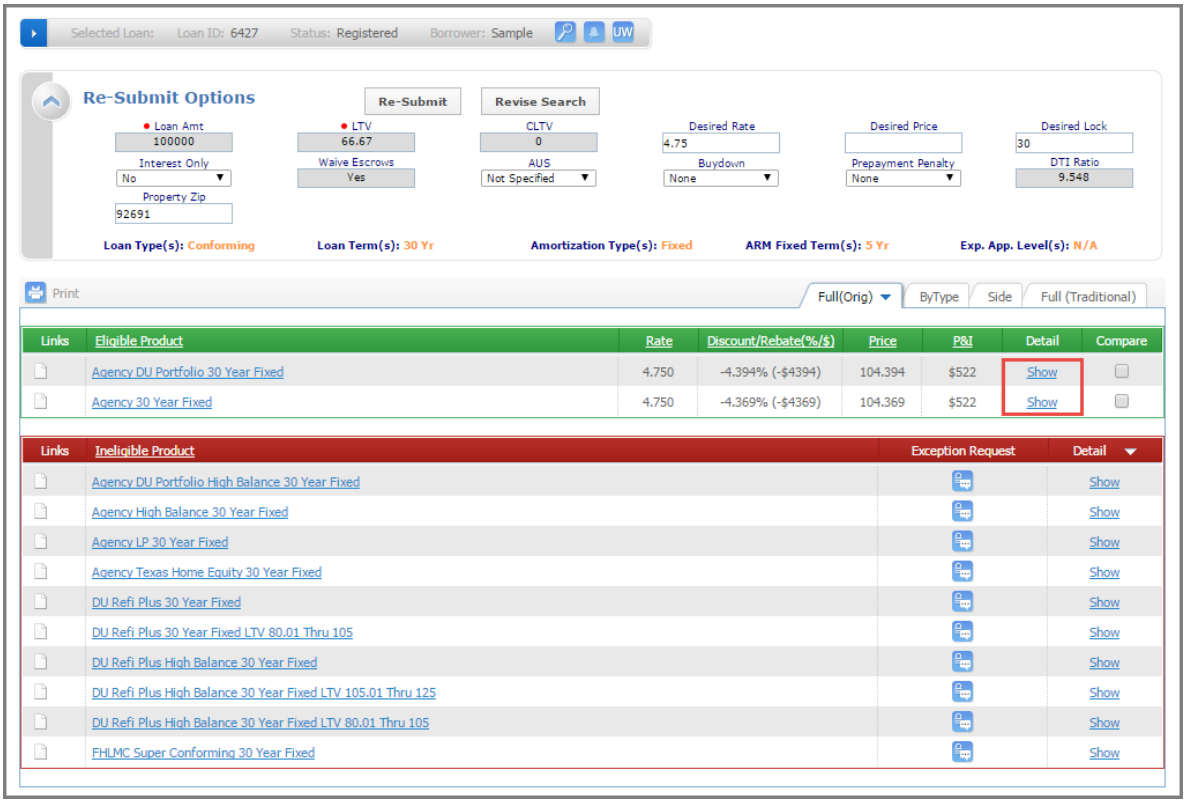


3 At the bottom of the screen, enter a **Target Rate** or a **Target Price**.


V. Search Information
Either a target rate or target price must be entered to continue.
Target Rate: 4.75
Target Price:
*Target Lock Period: 30

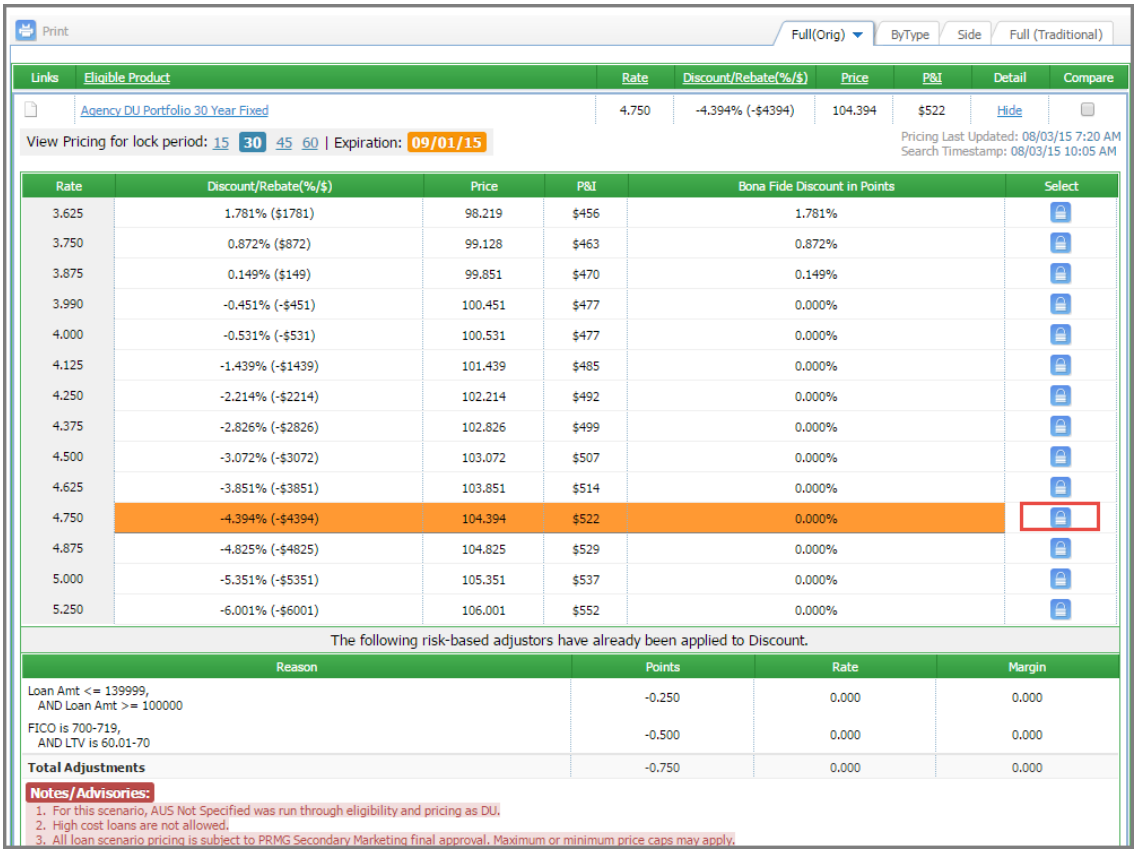
4 Click the **Next** button.

5 Click an eligible program's **Show** link to view the product details.


Selected Loan: Loan ID: 6427 Status: Registered Borrower: Sample
Re-Submit Options
Re-Submit
Revise Search
Loan Amt 100000
LTV 66.67
CLTV 0
Desired Rate 4.75
Desired Price
Desired Lock 30
Interest Only No
Waive Escrows Yes
AUS Not Specified
Buydown None
Prepayment Penalty None
DTI Ratio 9.548
Property Zip 92691
Loan Type(s): Conforming
Loan Term(s): 30 Yr
Amortization Type(s): Fixed
ARM Fixed Term(s): 5 Yr
Exp. App. Level(s): N/A
Print
Full(Orig)
ByType
Side
Full (Traditional)
Links Eligible Product Rate Discount/Rebate(%/$) Price P&I Detail Compare
Agency DU Portfolio 30 Year Fixed 4.750 -4.394% (-$4394) 104.394 $522 Show
Agency 30 Year Fixed 4.750 -4.369% (-$4369) 104.369 $522 Show
Links Ineligible Product Exception Request Detail
Agency DU Portfolio High Balance 30 Year Fixed Show
Agency High Balance 30 Year Fixed Show
Agency LP 30 Year Fixed Show
Agency Texas Home Equity 30 Year Fixed Show
DU Refi Plus 30 Year Fixed Show
DU Refi Plus 30 Year Fixed LTV 80.01 Thru 105 Show
DU Refi Plus High Balance 30 Year Fixed Show
DU Refi Plus High Balance 30 Year Fixed LTV 105.01 Thru 125 Show
DU Refi Plus High Balance 30 Year Fixed LTV 80.01 Thru 105 Show
FHLMC Super Conforming 30 Year Fixed Show

6 Click the **Select** button to choose the product's interest rate.

NOTE: *Click the* ***Update Encompass*** *button to apply the interest rate or click* ***Request Lock*** *to request a rate lock.. For more details about requesting a rate lock, refer to the Lock Request discussion later in this section.*

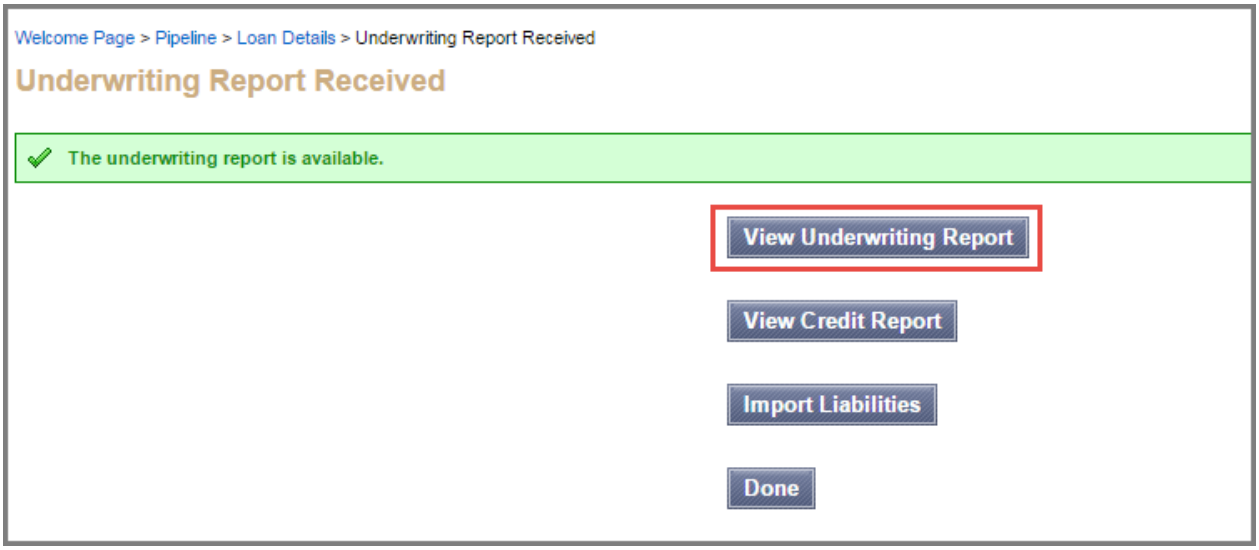

Print
Full(Orig)
ByType
Side
Full (Traditional)
Links Eligible Product Rate Discount/Rebate(%/$) Price P&I Detail Compare
Agency DU Portfolio 30 Year Fixed 4.750 -4.394% (-$4394) 104.394 $522 Hide
View Pricing for lock period: 15 30 45 60 | Expiration: 09/01/15
Pricing Last Updated: 08/03/15 7:20 AM
Search Timestamp: 08/03/15 10:05 AM
Rate Discount/Rebate(%/$) Price P&I Bona Fide Discount in Points Select
3.625 1.781% ($1781) 98.219 $456 1.781%
3.750 0.872% ($872) 99.128 $463 0.872%
3.875 0.149% ($149) 99.851 $470 0.149%
3.990 -0.451% (-$451) 100.451 $477 0.000%
4.000 -0.531% (-$531) 100.531 $477 0.000%
4.125 -1.439% (-$1439) 101.439 $485 0.000%
4.250 -2.214% (-$2214) 102.214 $492 0.000%
4.375 -2.826% (-$2826) 102.826 $499 0.000%
4.500 -3.072% (-$3072) 103.072 $507 0.000%
4.625 -3.851% (-$3851) 103.851 $514 0.000%
4.750 -4.394% (-$4394) 104.394 $522 0.000%
4.875 -4.825% (-$4825) 104.825 $529 0.000%
5.000 -5.351% (-$5351) 105.351 $537 0.000%
5.250 -6.001% (-$6001) 106.001 $552 0.000%
The following risk-based adjustors have already been applied to Discount.
Reason Points Rate Margin
Loan Amt <= 139999, AND Loan Amt >= 100000 -0.250 0.000 0.000
FICO is 700-719, AND LTV is 60.01-70 -0.500 0.000 0.000
Total Adjustments -0.750 0.000 0.000
Notes/Advisories:
1. For this scenario, AUS Not Specified was run through eligibility and pricing as DU.
2. High cost loans are not allowed.
3. All loan scenario pricing is subject to PRMG Secondary Marketing final approval. Maximum or minimum price caps may apply.

Automated Underwriting

Once you have run the loan through the product and pricing engine (and applied an eligible interest rate to the loan), you can submit the loan for Automated Underwriting.

To Submit the Loan for Automated Underwriting:

1. From the **Loan Actions** section, choose and then click **Automated Underwriting**.
2. To pass credit reissue information when you submit the loan to automated underwriting, clear the **Continue without passing credit…** check box.
3. Enter the required information. (Required fields are marked with a red asterisk. *)
4. To submit the loan without passing credit reissue information, select the **Continue without passing credit…** check box.
5. Click the **Next** button.
6. Click the **View Underwriting Report** button to view the report.


Welcome Page > Pipeline > Loan Details > Underwriting Report Received
Underwriting Report Received
The underwriting report is available.
View Underwriting Report
View Credit Report
Import Liabilities
Done

7. When finished, click the **Done** button to return to the Loan Details page.

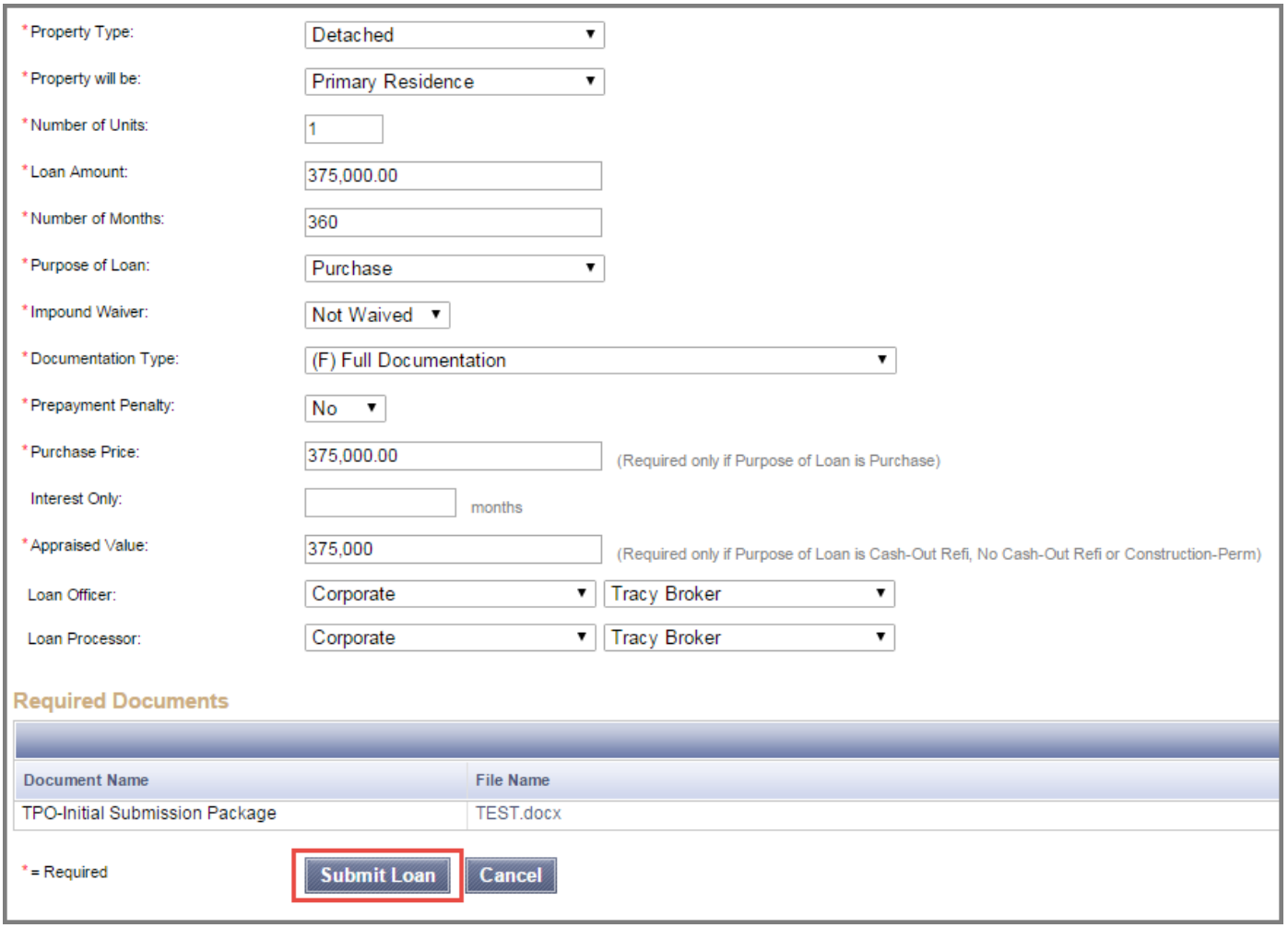
Submit Loan

Once you have completed the loan and run it through the product and pricing engine (and applied an eligible interest rate to the loan), you must use the Submit Loan action (or the Automated Underwriting action discussed earlier) to ensure that the loan is submitted to the underwriter.

To Submit the Loan to the Underwriter:

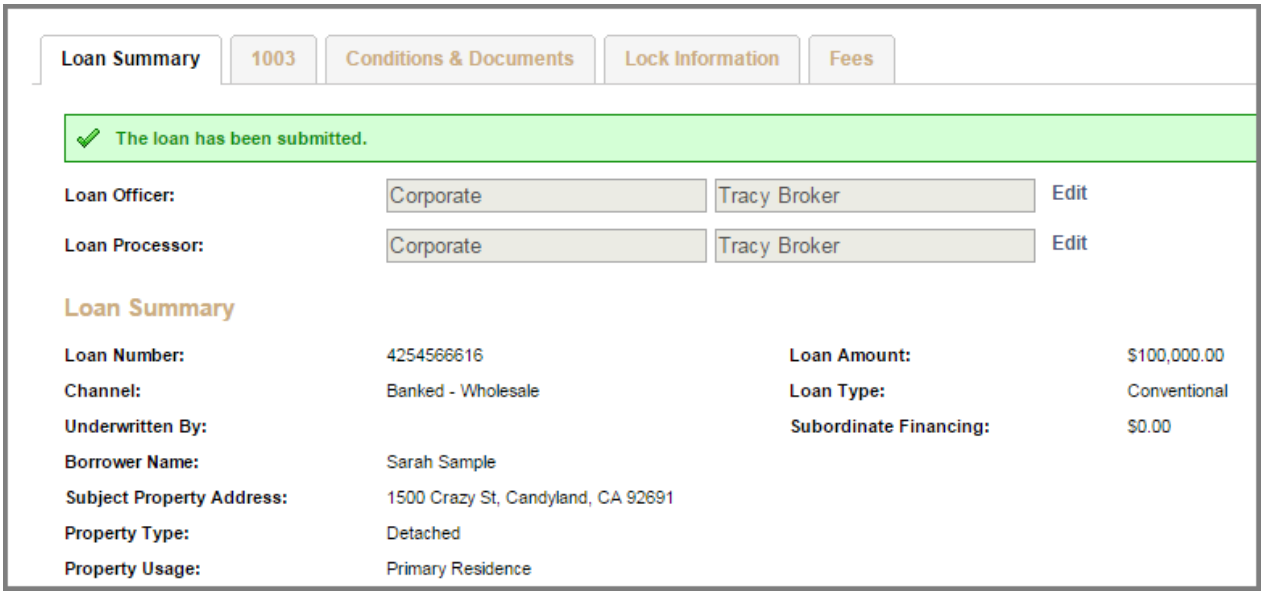
1 From the **Loan Actions** section, choose and then click **Submit Loan**.

2 Ensure that all of the required information has been entered and the required documents have been attached, and then click the **Submit Loan** button. (Required fields are marked with a red asterisk. *)

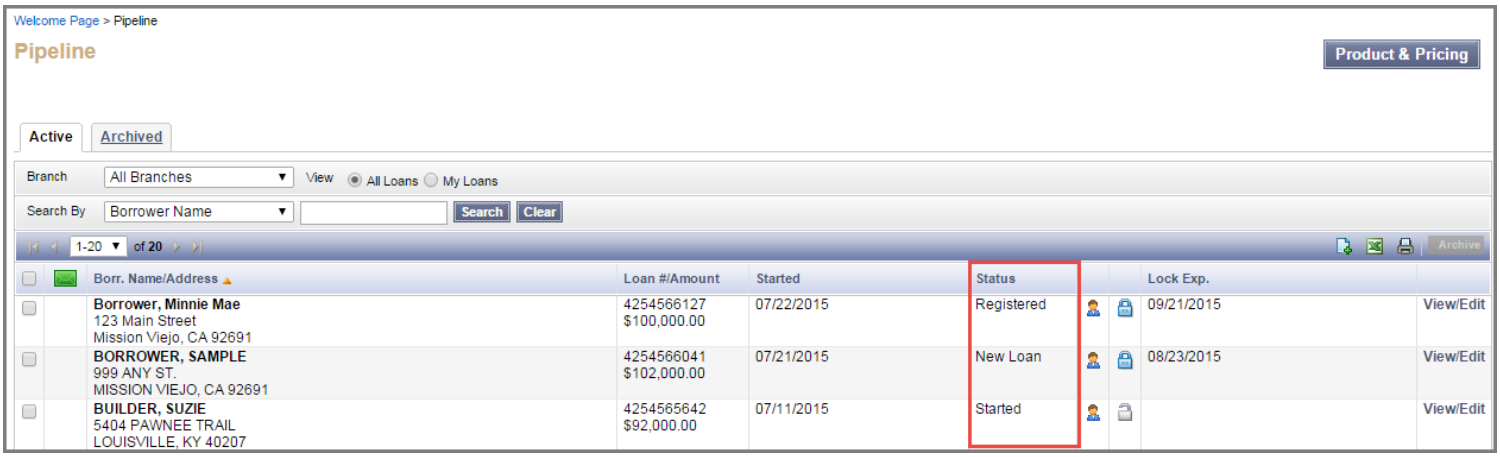


3 After the loan is submitted, you can take additional actions with the loan, such as requesting a rate lock.

NOTE: *You can request a rate lock before you submit the loan or at the same time that you submit the loan to the underwriter. For more information, refer to the Lock Request discussion later in this section.*



You can track the loan's progress using the pipeline. The loan's status is displayed in the Status column. Loans that have not been submitted have a status of **New Loan**. Once a loan is submitted, its status changes to **Started**.



Re-Submit Loan

After submitting the loan, you may have to add more required loan data. Once you have added this new information on the Re-Submit page, you can use the **Re-Submit** action to ensure that the loan is submitted to the underwriter.

To Re-Submit the Loan to the Underwriter:

1 From the **Loan Actions** section, choose and then click **Re-Submit**.

2 Ensure that all of the required information has been entered and the required documents have been attached, and then click the **Re-Submit Loan** button. (Required fields are marked with a red asterisk.*)

Changed Circumstance

After submitting the loan, you may need to change loan information. When certain loan information changes, such as the loan type or loan program, a new disclosure is required. Use the Changed Circumstance action to re-submit the updated loan to the underwriter.

To Re-Submit the Loan to the Underwriter Due to a Changed Circumstance:

1 From the **Loan Actions** section, choose and then click **Changed Circumstance**.

2 On the Changed Circumstance page, select a description of the circumstance from the Changed Circumstance drop-down list.

3 Ensure that all of the required information has been entered and the required documents have been attached, and then click the **Changed Circumstance** button. (Required fields are marked with a red asterisk.*)

Lock Request – Optimal Blue

If you are using a TPO WebCenter site where Optimal Blue is the product and pricing provider, you do not have the option to submit a rate lock request from the site. Instead, you must first submit the loan scenario through the Optimal Blue product and pricing engine on the site and then submit a rate lock request on Optimal Blue's Product and Pricing Result page.

To Submit a Lock Request:

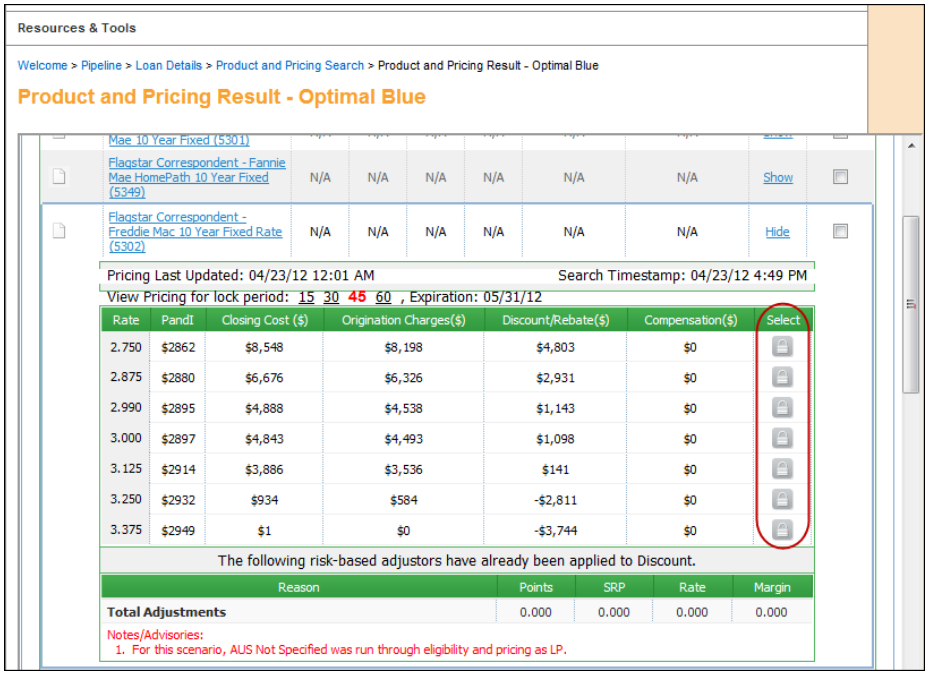
1 From the **Loan Actions** section, choose and then click **Product and Pricing**.

2 Enter the required information in each section of the Product and Pricing Search page, and then click **Next**.

NOTE: *If one or more fields or documents in the Additional Fields for Lock Request section are empty or missing when you click* ***Next****, a warning message displays stating "All of the required information needed to request a lock is not available. If you continue, you can view the results, but will not be able to place a lock request." Click* ***Cancel*** *to return to the Product and Pricing Search page and enter the missing information.*

3 On the Product and Pricing Result page, click **Show** to view the program's interest rate and other details.

4 Click the **Lock Form** icon for the rate you are requesting.


Resources & Tools
Welcome > Pipeline > Loan Details > Product and Pricing Search > Product and Pricing Result - Optimal Blue
Product and Pricing Result - Optimal Blue
Flagstar Correspondent - Fannie Mae HomePath 10 Year Fixed (5349)
Show
Flagstar Correspondent - Freddie Mac 10 Year Fixed Rate (5302)
Hide
Pricing Last Updated: 04/23/12 12:01 AM
Search Timestamp: 04/23/12 4:49 PM
View Pricing for lock period: 15 30 45 60 , Expiration: 05/31/12
Rate | PandI | Closing Cost ($) | Origination Charges($) | Discount/Rebate($) | Compensation($) | Select
2.750 | $2862 | $8,548 | $8,198 | $4,803 | $0
2.875 | $2880 | $6,676 | $6,326 | $2,931 | $0
2.990 | $2895 | $4,888 | $4,538 | $1,143 | $0
3.000 | $2897 | $4,843 | $4,493 | $1,098 | $0
3.125 | $2914 | $3,886 | $3,536 | $141 | $0
3.250 | $2932 | $934 | $584 | -$2,811 | $0
3.375 | $2949 | $1 | $0 | -$3,744 | $0
The following risk-based adjustors have already been applied to Discount.
Reason | Points | SRP | Rate | Margin
Total Adjustments | 0.000 | 0.000 | 0.000 | 0.000
Notes/Advisories:
1. For this scenario, AUS Not Specified was run through eligibility and pricing as LP.

5 Click the **Request Lock** button.

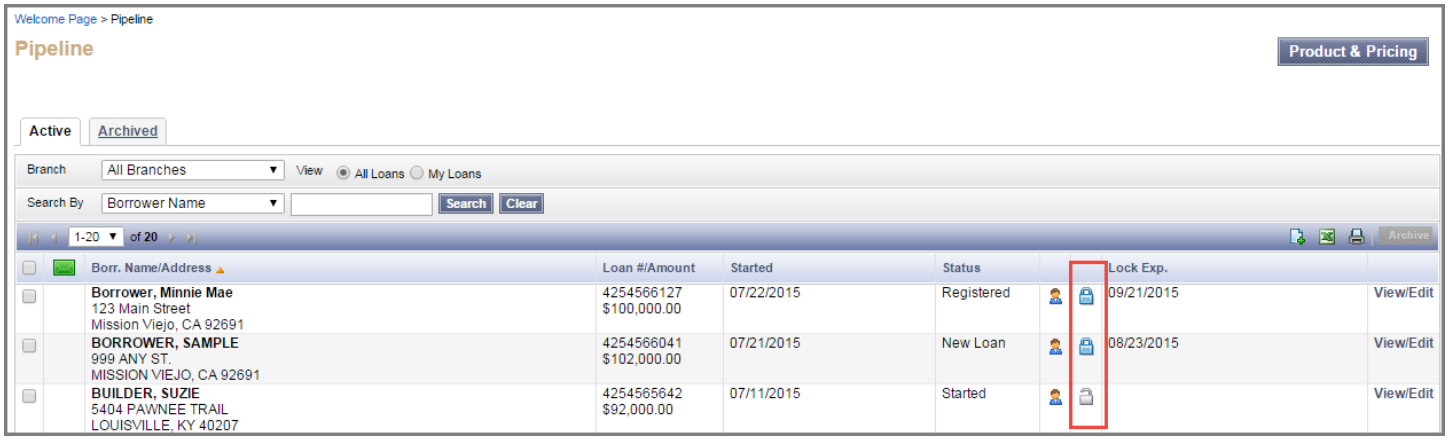
NOTE: *If you did not provide all of the required fields or documents in step 2, but chose to continue and view the search results anyway, this button will be disabled and you will not be able to submit the rate lock request.*

- The request is submitted. Once the submission is processed, you are returned to the Loan Details page. A message confirming that your request has been submitted is displayed near the top of the page.

To View the Status of the Lock:

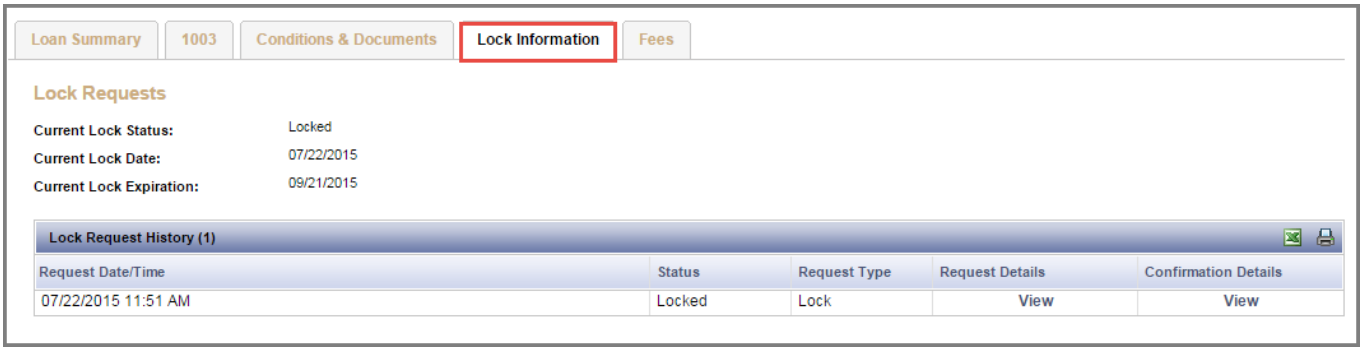
You can view the status of the lock by viewing the Pipeline or by opening the loan file and viewing the Loan Details page.

1 On the Welcome page, click the **View Pipeline** button.
A Lock icon is displayed for each loan.



Lock Icon	Lock Status
	Rate is locked
	Rate is locked, but a new rate lock has been requested
	Rate has expired
	Rate has expired, but an extension has been requested
	Rate has been requested
	Rate is locked, but an extension has been requested
	Rate is unlocked

2 Or, open the loan, and then scroll to the Lock Information section on the Loan Details page.



Lock Extension and Change of Circumstance

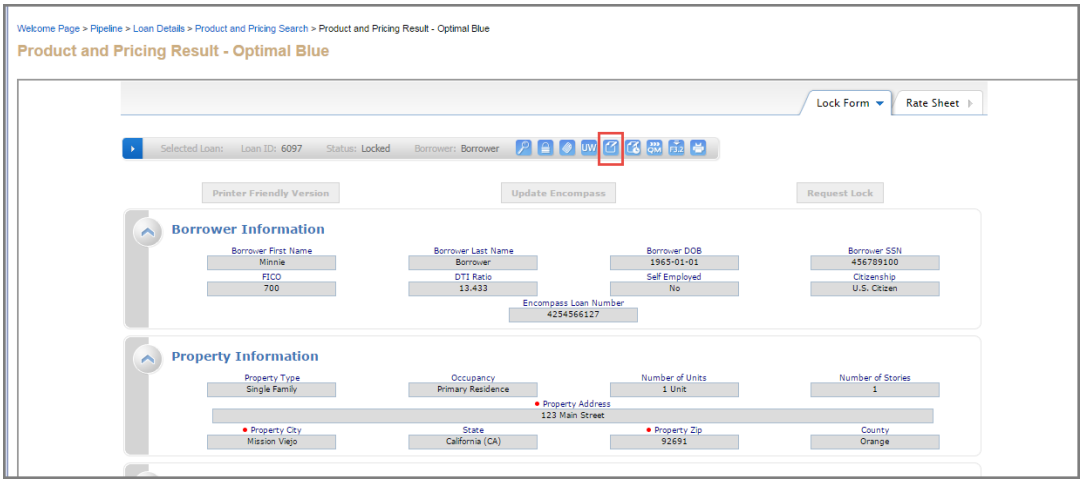
When enabled on your TPO site, TPOs can request lock extensions for loans when the lock is confirmed, but not expired.

To Request a Lock Extension or a Change of Circumstance:

1 Open the loan, from the **Loan Actions** section, choose and then click **Product & Pricing**.

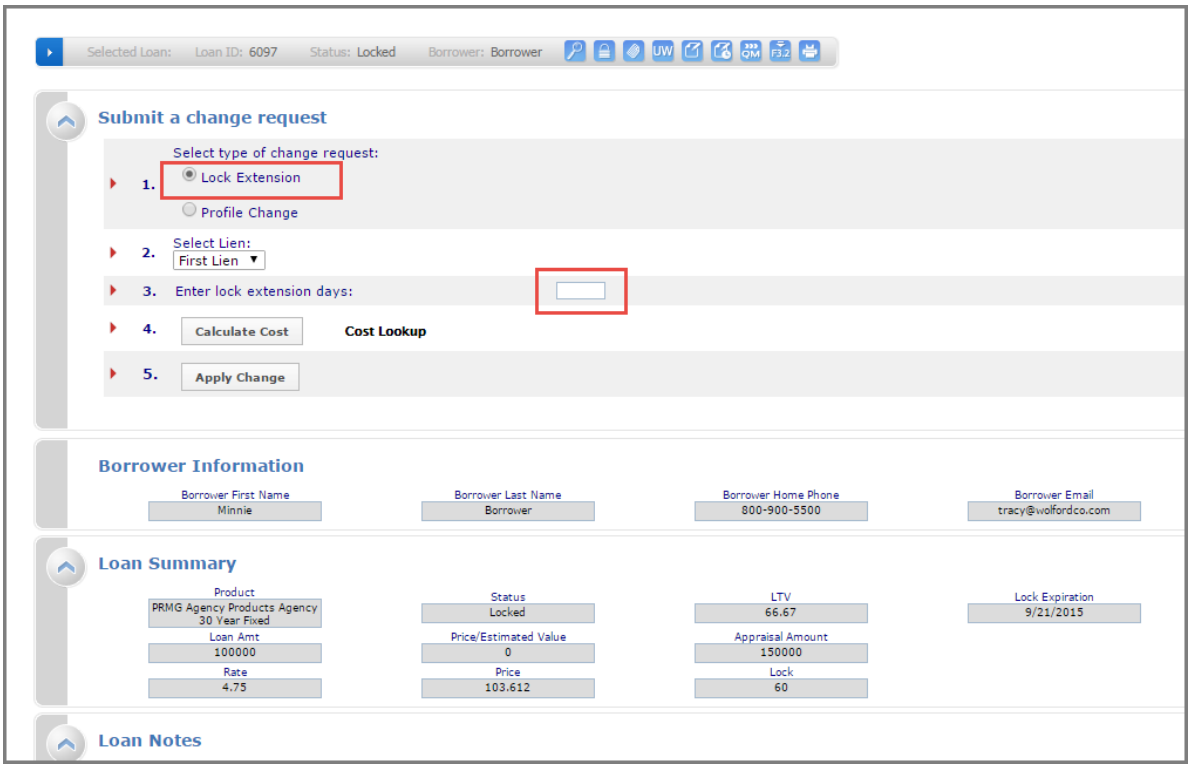
2 Complete all required fields and click **Next** to go to Optimal Blue.

3 Once in Optimal Blue, click the **Change Request** icon.


Welcome Page > Pipeline > Loan Details > Product and Pricing Search > Product and Pricing Result - Optimal Blue
Product and Pricing Result - Optimal Blue
Lock Form
Rate Sheet
Printer Friendly Version
Update Encompass
Request Lock
Borrower Information
Property Information

1 Choose whether you want to do a **Lock Extension** or a **Profile Change**

2 For a **Lock Extension,** complete the remaining fields.



3 For a **Profile Change,** click the **Profile Change** button. A new search box will open up in Optimal Blue. Select the changes you want and click **Submit**.

Section

4

Adding Documents & Viewing Conditions

PRMG
Paramount Residential Mortgage Group, Inc.

Adding Documents

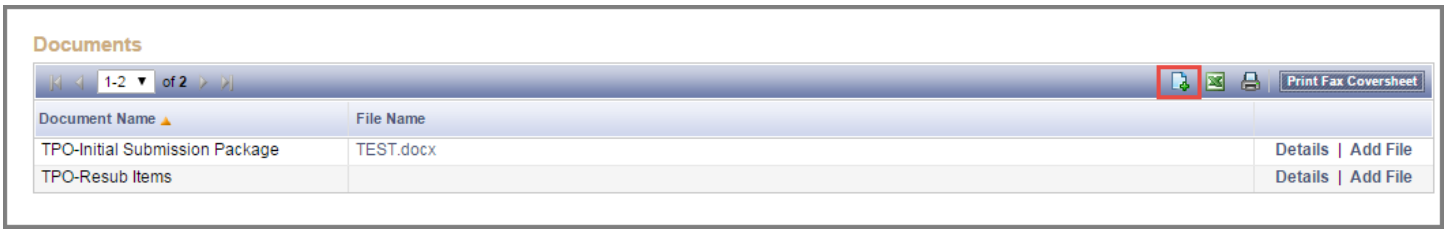
As you work to process your loan, you will need to add documents to complete the loan package.

NOTE: *Access to the Documents and Conditions section is controlled by the website administrator. The actions you are allowed to perform and the types of documents and conditions you can access are also controlled by the administrator.*

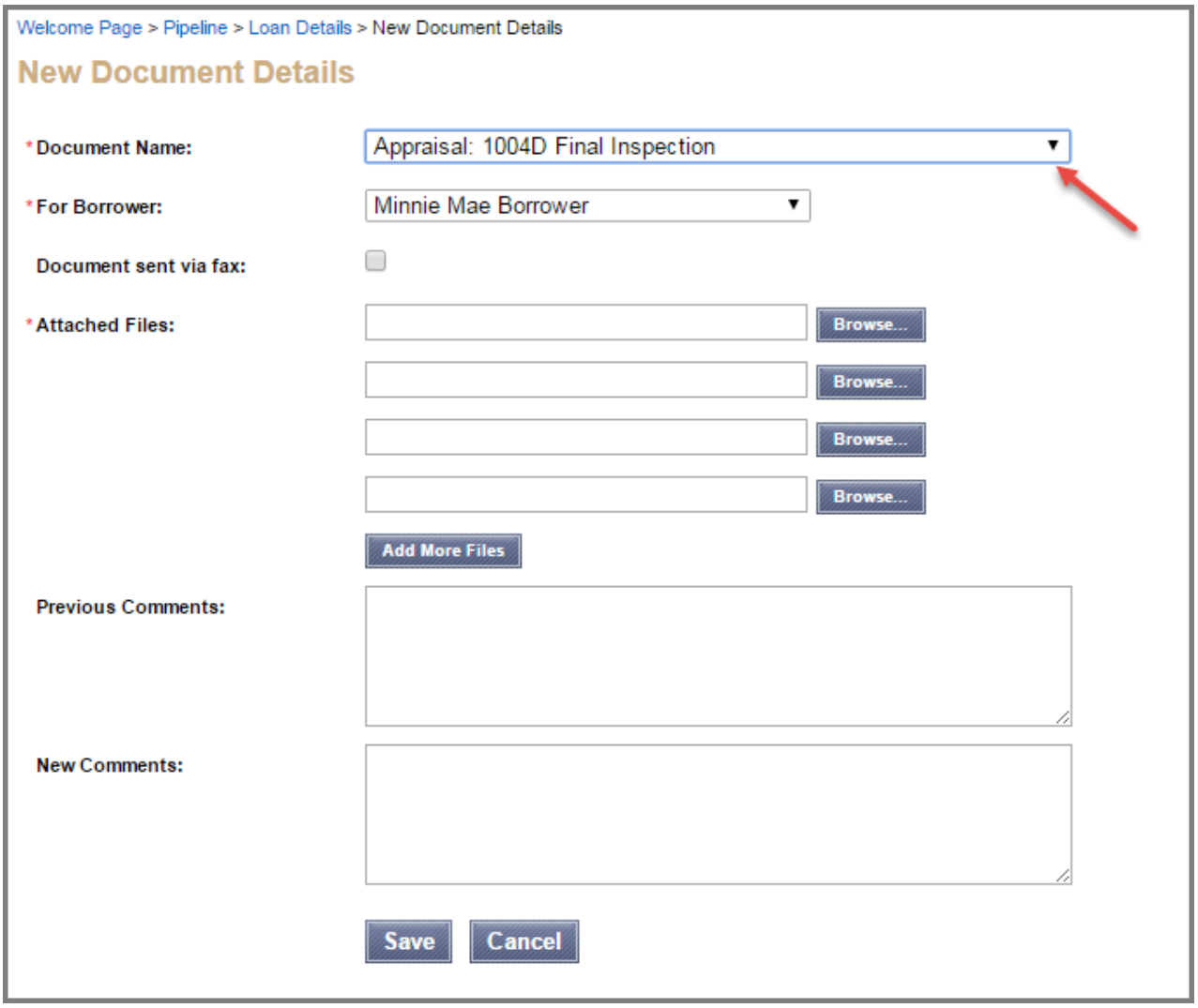
To Add Documents to the Loan:

1 On the Loan Details page, scroll to the **Documents** section near the bottom of the page.

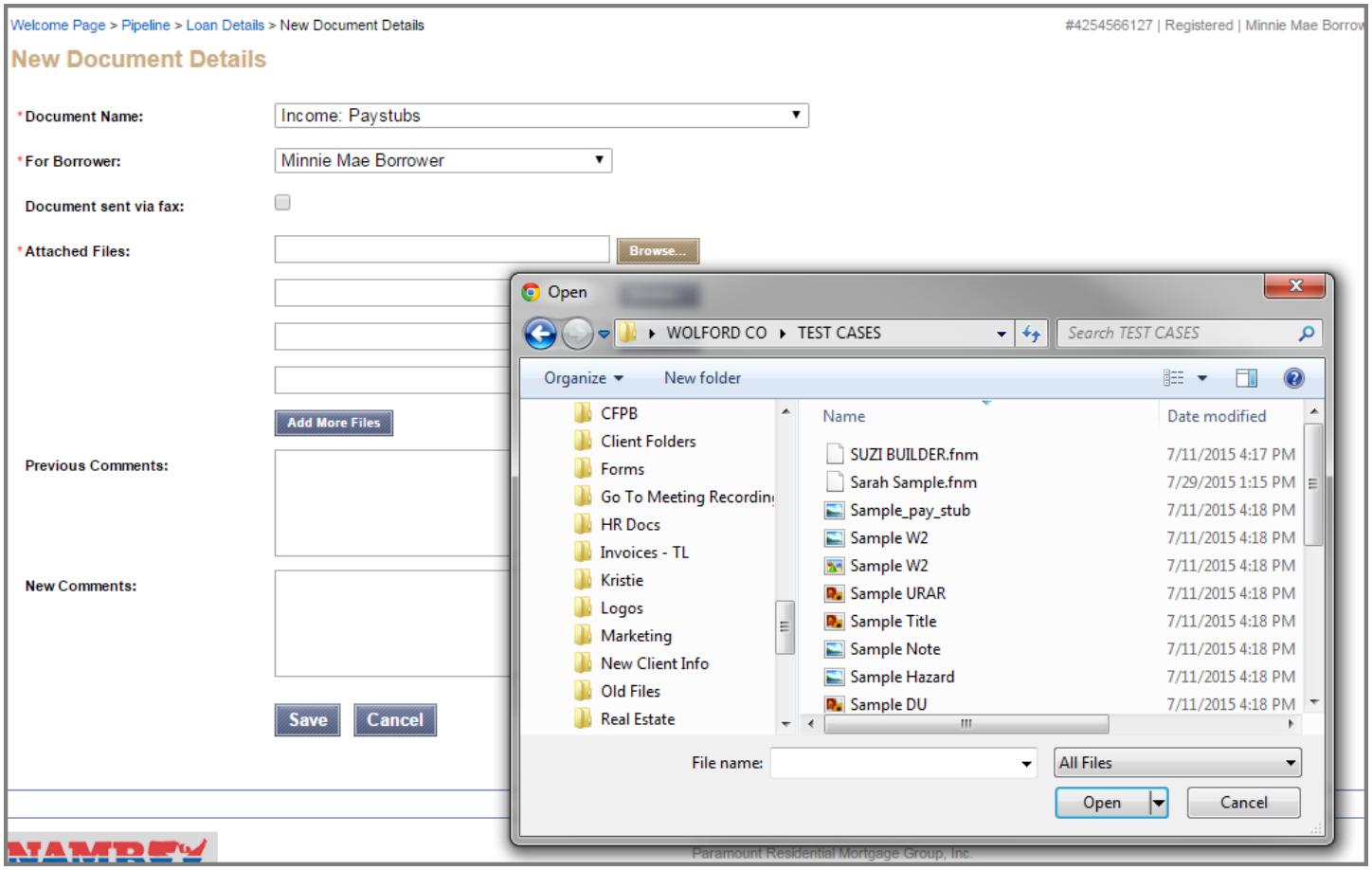
2 Click the **Add New Document** icon.



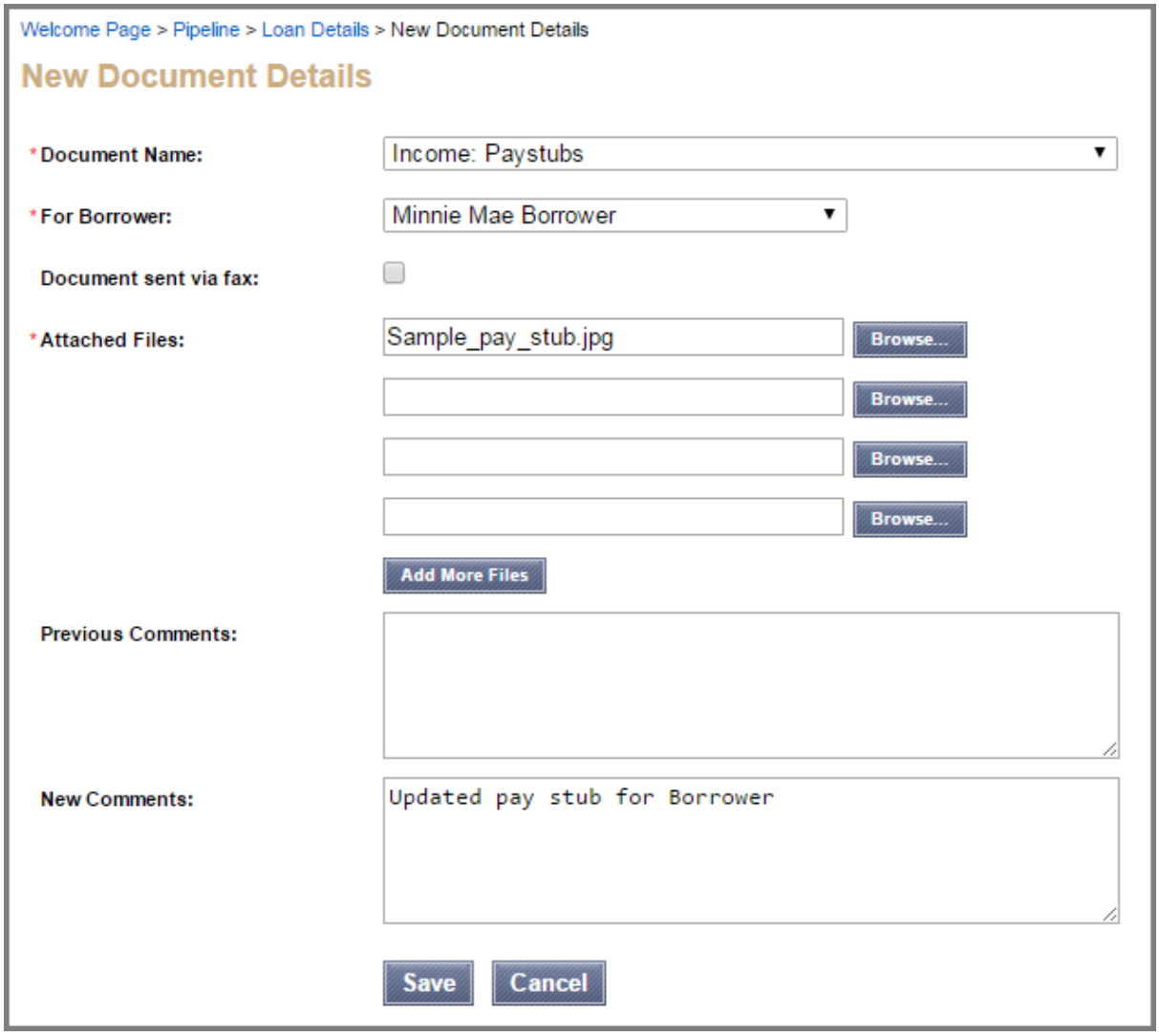
3 On the New Document Details page, select a document from the **Document Name** drop-down list.



4 On In the Attached Files section, click the **Browse** button to select the document.



5 Add comments in the New Comments section if necessary, and then click the **Save** button.



The document is now included in the Documents list on the Loan Details page.

Viewing Conditions

Once the loan has been underwritten, you can view the conditions that have been added in the Conditions section of the Loan Details page. There you can view condition details and add documents to satisfy the conditions.

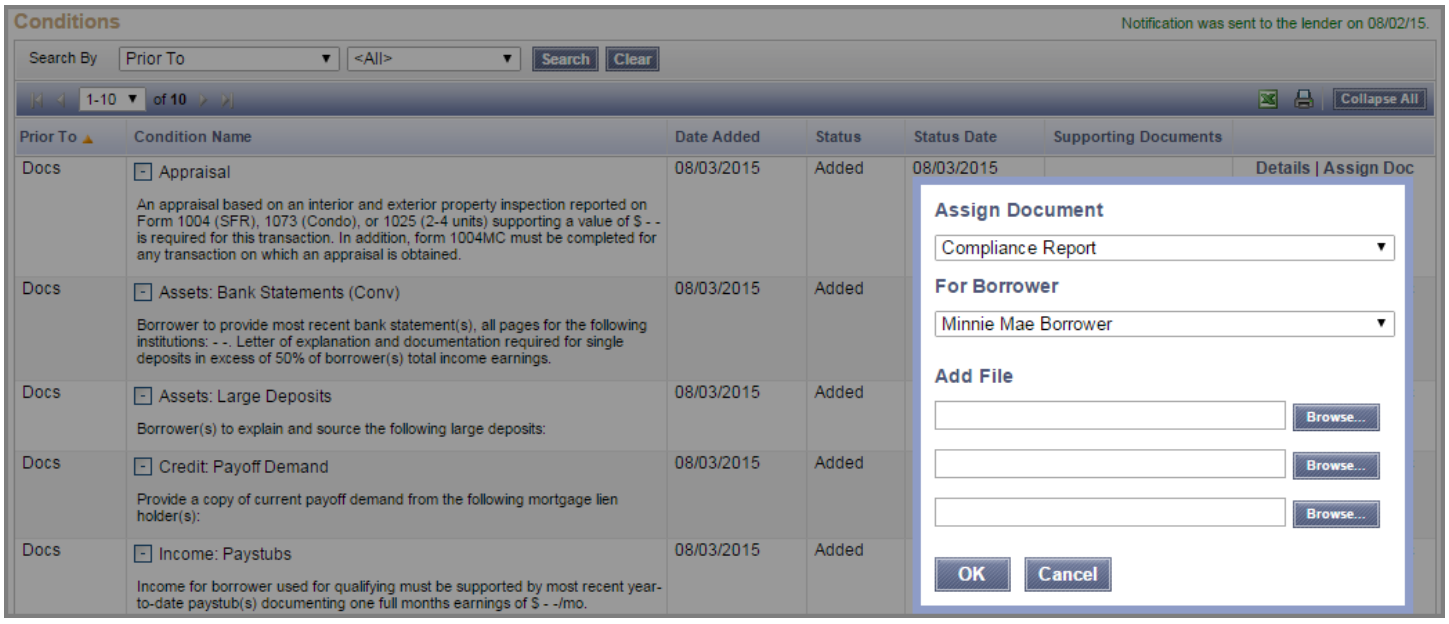
To View Conditions:

1 On the Loan Details page, scroll to the **Conditions** section near the bottom of the page.

2 Click the **Details** link to view the condition details.

Conditions
Notification was sent to the lender on 08/02/15.
Search By
Prior To
<All>
Search
Clear
1-10
of 10
Collapse All
Prior To
Condition Name
Date Added
Status
Status Date
Supporting Documents
Docs
Appraisal
An appraisal based on an interior and exterior property inspection reported on Form 1004 (SFR), 1073 (Condo), or 1025 (2-4 units) supporting a value of $ - - is required for this transaction. In addition, form 1004MC must be completed for any transaction on which an appraisal is obtained.
08/03/2015
Added
08/03/2015
Details | Assign Doc
Docs
Assets: Bank Statements (Conv)
Borrower to provide most recent bank statement(s), all pages for the following institutions: - -. Letter of explanation and documentation required for single deposits in excess of 50% of borrower(s) total income earnings.
08/03/2015
Added
08/03/2015
Details | Assign Doc
Docs
Assets: Large Deposits
Borrower(s) to explain and source the following large deposits:
08/03/2015
Added
08/03/2015
Details | Assign Doc

3 Click the **Assign Doc** link to add a document from the Documents list or a file from your computer to satisfy the condition.


Conditions
Notification was sent to the lender on 08/02/15.
Search By
Prior To
<All>
Search
Clear
1-10
of 10
Collapse All
Prior To
Condition Name
Date Added
Status
Status Date
Supporting Documents
Docs
Appraisal
An appraisal based on an interior and exterior property inspection reported on Form 1004 (SFR), 1073 (Condo), or 1025 (2-4 units) supporting a value of $ - - is required for this transaction. In addition, form 1004MC must be completed for any transaction on which an appraisal is obtained.
08/03/2015
Added
08/03/2015
Details | Assign Doc
Docs
Assets: Bank Statements (Conv)
Borrower to provide most recent bank statement(s), all pages for the following institutions: - -. Letter of explanation and documentation required for single deposits in excess of 50% of borrower(s) total income earnings.
08/03/2015
Added
Docs
Assets: Large Deposits
Borrower(s) to explain and source the following large deposits:
08/03/2015
Added
Docs
Credit: Payoff Demand
Provide a copy of current payoff demand from the following mortgage lien holder(s):
08/03/2015
Added
Docs
Income: Paystubs
Income for borrower used for qualifying must be supported by most recent year-to-date paystub(s) documenting one full months earnings of $ - -/mo.
08/03/2015
Added
Assign Document
Compliance Report
For Borrower
Minnie Mae Borrower
Add File
Browse...
Browse...
Browse...
OK
Cancel

4 When finished adding supporting documents, click **OK**.

Section

5

Archiving Loans

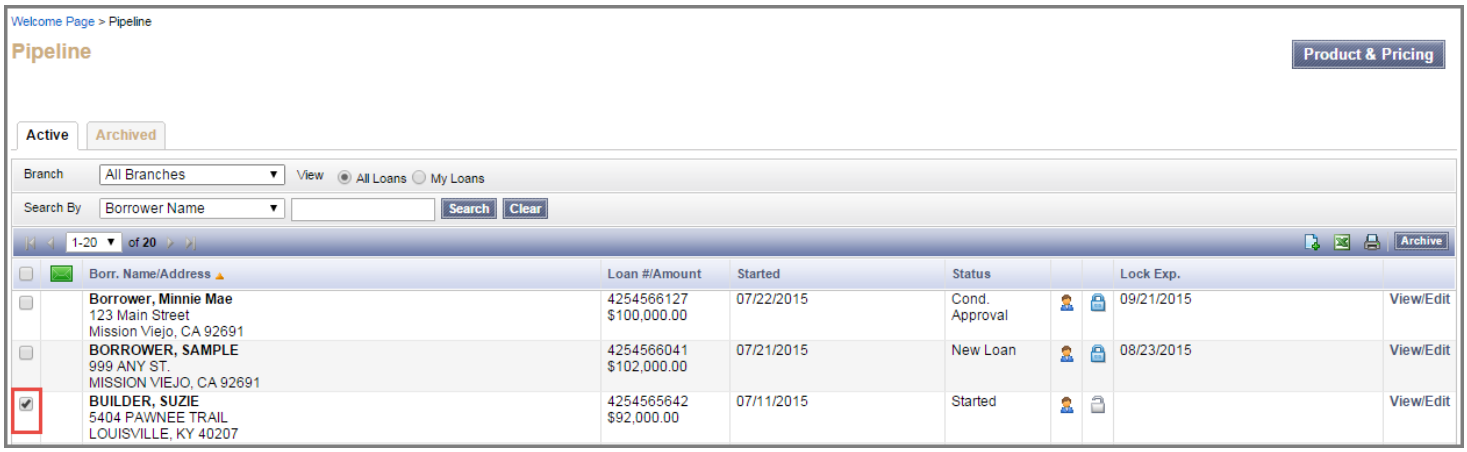
Archiving Loans

Keeping your pipeline current is the best way to stay on top of your loans. The Archiving function allows you to remove loans that are stagnant or have funded out from your current pipeline view.

To Archive a Loan:

1 On the Welcome page, click the **View Pipeline** button.

2 Select the check box for the loan you want to archive.



3 Click the **Archive** button (located in the upper-right corner of the pipeline) to remove the loan from the pipeline and add it to the Archived pipeline.

- Click the **Archived** tab to view the Archived pipeline.
- To bring the loan back to your current pipeline from the Archived pipeline, select the check box for the loan, and then click the **Undo Archive** button (located in the upper-right corner of the pipeline).
- Loan applications that have been denied are highlighted in pink. An alert icon (red flag) also displays next to loans that have been suspended or denied by the underwriter. Click this icon to view the date in which the loan was suspended or denied by the underwriter.